

Job Title: FIMU Assessor	
Job Evaluation Number	B890

JOB DESCRIPTION

Job Title: Fixed Intelligence Management Unit Staff (FIMU) Assessor	Location: Counter Terrorism Policing South East (CTPSE)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DS Fixed Intelligence Management Unit (FIMU)	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: (under the National Standards of Intelligence Management (NSIM)) effectively manage the Threat, Harm and Risk presented to the force and region by collating, researching, assessing and disseminating intelligence to support the effective use the National Decision Model (NDM).

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Assimilate/undertake initial assessment and evaluation of incoming intelligence for threat, harm/risk, and prioritise/task any immediate action according to the threat/ risk presented. Complete NSIM Assessments to accurately assess the risk appraising, and escalate to Intelligence Managers at Daily Management Meetings with sufficient information to make informed decisions at a local, regional and national level.
2. Act as National systems administrator (utilising NSBIS) in order to receive and assess for threat, harm and risk, all information /intelligence received from police and partner agencies and task to the appropriate teams within CTPSE.
3. Register all new information and intelligence received in the FIMU from police and partner agencies on the appropriate system in order to provide an auditable record that can inform future intelligence gathering or operational activity.
4. Review the information that is held on FIMU systems against national legislation and standards (e.g. MoPI, Data Protection) in order to assess, justify and authorise the retention or disposal of information.
5. Assess the accuracy of all intelligence and non specific intelligence (e.g. taskings, reports) generated by police and partner agencies prior to its dissemination and indexing. Manage instructions to Indexers in accordance with policies and procedures to ensure Quality Assurance of data to be linked to the National Database. Ensure intelligence is correctly marked, evaluated and sanitised with correct and detailed handling instructions, where necessary a Risk Assessment is applied.
6. Identify intelligence and evidential opportunities, compiling an intelligence collection plan where necessary. Flag nominals, entities, addresses, vehicles etc as directed by FIMU Manager to gather intelligence in line with operating procedures.
7. Be the point of contact for CTPSE operational enquiries locally, regionally and nationally. Provide expert guidance and support for intelligence submissions, including training where necessary to progress and improve colleague knowledge and understanding.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Receipt, assessment and tasking of approximately 70 to 80 counter terrorism/domestic extremism related intelligence reports daily.

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Up to date knowledge of existing priorities, threats and risks and a competent understanding of the counter terrorism/domestic extremism business areas.

Manage regular requests for information on intelligence products from local, regional and national customers such as police forces, Counter Terrorism Units and partner agencies.

The post holder will be a major contributor to the building and maintaining of the National network of intelligence to enhance National Security against the threat of terrorism under the National Common Intelligence Application (NCIA).

Provide support to operations in an intelligence cell, Fusion cell, or CT Police Operations Room environment (completing & maintaining training and ICT access where required). Support the needs of the wider policing world through directed tasks, and appropriate information sharing agreements. Provide support, through undertaking any other duties within your capability, to spontaneous/critical/major incidents or events as directed.

The Intelligence department operates 24/7 and roles are subject to differing shift patterns. Post holders are also expected to support an on call provision.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Recent and relevant experience within an intelligence environment with an understanding of relevant policy and legislation i.e. Government Contest Strategy and policy, NSIM, NISAP, RRDP, MOPI, CPIA, Proactive Assessment, DMM process, Health & Safety, Data Protection.	E
2. Previous experience of working in a security conscious environment with secret and confidential material. Understanding of handling and movement of such documents, able to recognise and deal appropriately with sensitive information, ideally with working knowledge of intelligence handling procedures, sanitisation, Action On, GPMS/GSC, STRAP and need to know principles.	E
3. Proven experience in collating and assessing information for threat, harm and risk, and presenting the information in a concise, accurate and timely manner.	E
4. Excellent communication skills both written and oral with the ability to present written reports of a high standard ensuring all salient facts are recorded with an accurate rationale.	E
5. Ability to prioritise workloads and produce accurate work within tight deadlines. Excellent time management skills and a very good co-ordinator.	E
6. Proven ability to manage a large workload and establish priorities amongst conflicting demands with minimum supervision.	E
7. High standard of IT skills with accurate keyboard and inputting skills. The ability to learn new databases and methods of working over short time period.	E
8. Understanding of the national CT/DE arena with appropriate knowledge of organisational structures, roles and responsibilities at a local, regional and national level.	D