

Job Title: III Delivery Lead	
Job Evaluation Number	C271

## JOB DESCRIPTION

<b>Job Title:</b> Internet, Intelligence and Investigations (III) Delivery Lead	<b>Location:</b> CTPSE
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Principal Analyst	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> Intelligence Development Officers (III)	

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

**The overall purpose of the role is to:** provide management and oversight of the III team at CTPSE. Provide specialist supervision encompassing regular independent reviews of III work and the development of skill profiles amongst the team. Promote III specialist capabilities and upskill other teams to operate at a standard or self-service III level in line with national CTP digital role profiles. Through the provision of high quality III research, inform, advise and assist decision makers/Senior Police Officers to solve problems, assess and mitigate threat, risk and harm.

- 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. Manage a team of III specialists at CTPSE, provide specialist advice and appraise in support of the PDR process. Identify training requirements, development opportunities and welfare needs. Participate in the recruitment process for specialist staff. Quality assure III work in line with best practice and ensure the best product is delivered. Monitor and manage III workload to ensure within capacity.
2. Provide support to the Strategic III Delivery lead at CTPSE in the delivery of work streams in line with National III Delivery Programmes and beyond. Oversee the identification, analysis and presentation of priority issues by the III team.
3. Contribute to the identification, development and application of III research techniques embracing the concept of best practice and encouraging innovation. Integrate and implement force, regional and national guidance within existing frameworks, ensuring the III strategy is adhered to across CTPSE whilst acknowledging the evolution of the III space. Promote the creative use of III research to meet customer needs.
4. Identify IT requirements and adopt new technology to ensure staff are best supported to produce their products. Assess the value of data to determine incorporation into III research, and how best to access and retrieve that data. Through the use of III tools and techniques provide assessments of activities of individuals / groups to establish the dimensions of the threat posed.
5. Negotiate with and influence managers, and decision makers, in order to ensure that the III product will be compliant with any legislation, and will optimise service delivery through considered resourcing requirements and impact.
6. Present the results of III research in the appropriate format, outlining recommendations to accompany III techniques. Agree terms of reference that will ensure products meet the needs of the customer. Identify discrepancies and highlight information gaps in order that resources can be focused to drive business activity. Expose information or evidence gaps which, if not revealed may

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jeopardise the success of an investigation. Produce III research in evidence and packages to brief interview teams.

7. Ensure the dissemination of any III research products comply with relevant legislation, codes of practice, standards, procedures and guidelines including maintaining a full audit trail for each piece of work, referencing accurately.

8. Prepare III research products to evidential standard for submission in court; meet with the CPS / Prosecuting Counsel / Judge in chambers (as appropriate) to deliver products. Attend court to present and explain III research as required.

9. Maintain close liaison with other III delivery leads in Forces, Regions, and National Units to share and learn from best practice, in order to maximise intelligence collection, exploitation and investigative opportunities.

10 Participate in CTP meetings at Force, Regional, and National level, representing CTPSE and providing briefings / presentations as and when required. Work collaboratively with partners (on occasion away from Police premises), and within teams to maximise efficiency and impact of III research.

c. **DIMENSIONS:** Include matters such 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:**

CTPSE III staff who frequently undertake III research will be integrated into the Thames Valley Police Mental Health and Wellbeing Support process for staff involved in high risk roles. This involves an initial baseline psychological screening questionnaire, followed by yearly mandatory screening questionnaires, the results of which are assessed through Occupational Health.

The Post holder may be required to work short notice, at any location, in support of a major investigation or incident.

The post holder will be contributor to any independent review by Investigatory Powers Commissioner's Office (IPCO) who provide independent oversight and authorisation of the use of investigatory powers.

Post holder will help support and manage access to the nationally delivered Mis-attributable Internet Access (MIA) solution for appropriate CTPSE personnel.

#### **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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Substantial current role-related experience in a police environment / partnership agency with excellent understanding of III research and experience of using III research, tools, techniques and specialist software.	E
2. Relevant professional qualification and completion of III training packages up to and including Advanced Open Source Training.	E

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3. Proven III research skills with the ability to problem solve. Evidence of an enquiring mind and the ability to interpret and develop recommendations from data. Confident, conscientious and methodical.	E
4. Able to demonstrate excellent interpersonal communication skills. Confident communicator with experience of negotiating and persuading. Ability to deliver presentations and be able to attend briefings and meetings within a Police and partner agency environment, and be willing and able to constructively contribute. Must be able to identify clearly the aims in negotiations, and the outcomes.	E
5. Good legislative knowledge e.g. Police and Criminal Evidence Act 1984; Computer Misuse Act 1990; Criminal Procedure and Investigations Act 1996; Police Act 1997; Data Protection Act 1998; Human Rights Act 1998; Regulation of Investigatory Powers Act 2000; Data Retention & Investigatory Powers Act 2014; Investigatory Powers Act 2016 and knowledge of force management policies. Evidence of interpretation and application of relevant legislation.	E
6. Advanced IT skills. Extensive use of Mis-attributable Internet Access (MIA) platform and III tools, its use and governing legislation. Willingness and ability to learn and use new systems as technology develops.	E
7. Ability to manage own workload, including recognition of own CPD needs to maintain high levels of confidence and practical experience in III research.	E
8. Must have the capability to travel to different locations across the Force and undertake all assignments in a timely manner.	E
9. Experience of successfully managing and developing people	D
<b>Additional comments:</b> The post holder will be prepared to complete the Intelligence Professional Programme (IPP) commensurate with their role profile.	