

JOB DESCRIPTION

Job Title: Senior Force Intelligence Reader	Location: Force wide (please see advert)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Reader Supervisor	Band level: 3G
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: Receive, quality assure, evaluate and disseminate all level 2 and sensitive intelligence reports in accordance with current policy and procedures.

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. Receive intelligence reports both in hard copy format, through the Informant handling/Other Computer Databases. To complete research, quality assure and make recommendations regarding its storage and dissemination in accordance with the Data Protection (DPA), Human Rights (HRA) and criminal Procedures Investigation (CPIA) Acts. Ensure compliance with the National Codes of Practice for the minimum standards of Intelligence Handling.
2. Maintain the Force Intelligence Source register which contains the 'True Identities' of Confidential contacts and provides an 'Audit Trail' of all subsequent dissemination.
3. Act as a 'Force Firewall' for more sensitive reports received via internal or external routes.
4. Ensure that all reports are properly sanitised and categorised prior to deciding on the dissemination in accordance with the 'Need to Know' principal and Duty of care to Sources.
5. Make decisions on the storage/destruction of all material in accordance with the DPA, HRA, CPIA and the ACPO codes of practice. This includes the setting of security levels for the Force Intelligence system.
6. Maintain an awareness of Force Level 2 Operations to ensure all relevant Intelligence is identified and disseminated effectively.
7. Act as centre of excellence for 'Best Practice' in respect of Intelligence Handling and provide advice and guidance as appropriate (to include training presentations to varied Police audiences).
8. Carry out any other duties, as requested which are within the post holders ability in order to support the general business of the Force Intelligence Bureau.

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:

The post holder will be expected to work with the highest integrity and will handle information marked under the Government Protection scheme as confidential or restricted. This is an

extremely important part of the role as any inappropriate disclosure could potentially cause risk of serious harm/death to/of the source.

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. GSCE grades A-C (or equivalent) including English or other relevant qualifications or relevant policing experience.	E
2. Computer literate with proven working knowledge of MS Office applications and knowledge of TVP systems (training given as required). Knowledge of national intelligence systems & Policy.	E
3. Excellent and proven communication skills. The post holder will have to communicate with all ranks on a regular basis and may have to instruct senior officers on completion of intelligence reports which requires a level of diplomacy.	E
4. High levels of integrity and the proven ability to handle confidential information.*	E
5. Proven ability to work with minimum supervision and on own initiative.	E
6. Experience and/or training in giving presentations to a wide variety of audiences.	D
7. Practical understanding of Data Protection Act, Human Rights Act & Criminal Procedure Investigations Act and Codes of Practice.	D