

Job Title: Comms SPOC & Intelligence Officer	
Job Evaluation Number	B806

JOB DESCRIPTION

Job Title: Comms SPOC & Intelligence Officer	Location: South East Regional Organised Crime Unit (Near M4 Junction 12)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DS Regional Confidential Intelligence Unit	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: support proactive and reactive operations by the gathering, analysis, interpretation, development and dissemination of covertly obtained sensitive and highly sensitive intelligence in the furtherance of stated operational objectives using available resources. Act as the single point of contact (SPOC) for the organisation when obtaining data from communications service providers (CSPs).

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:

Communications SPOC responsibilities

1. Act as the organisation's Single Point of Contact (SPOC) for retrieving communications data, having successfully completed the necessary accreditation course. Recognise the potential of communications data and implement methods of development and exploitation.

2. Produce Communications Data based intelligence products that meet the operational objectives whilst protecting all covert sources from which the intelligence was derived. Assist applicants in the preparation of lawful applications for the retrieval of Communications Data under the Regulation of Investigatory Powers Act 2000 (RIPA) and related legislation. Assist and advise applicants/investigators on the appropriate use of communications data in order to close intelligence gaps and develop intelligence opportunities.

3. Process and administer applications and enquiries using recognised tactics and analysis. Present the results of analytical work which has been undertaken in a readily understandable format. Recognise, record and update errors that may occur, ensure the Interception Commissioner is informed.

Intelligence Officer/ handler responsibilities

4. As Covert SPOE for both internal and external partners/agencies, receive and process covertly sourced sensitive and highly sensitive intelligence, including time sensitive intelligence, in accordance with the Standard Operating Procedures (SOPs) (including categorisation) of the originating agency. Record, store and manage intelligence in accordance with the Information Handling Process in a way which is appropriate to its source, sensitivity and security classification (including categorisation and re-categorisation of intelligence), e.g. adding, managing and removing flags/alert. Manage the process for acquisition of intelligence (e.g. RIPA or Police Act applications or taskings).

5. Produce intelligence products that meet the operational objectives whilst protecting all covert sources from which the intelligence was derived.

6. Liaise with the SIO and investigative teams and present at required meetings to identify and refine intelligence requirements (the intelligence gap(s)) while protecting the specific covert techniques. Task and brief intelligence providers with sufficient information to enable them to provide the required intelligence.

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7. Evaluate and sanitise information to determine its intelligence potential (e.g. performing a primary assessment of whether intelligence that is provided by a supplier meets the intelligence requirement).

8. Ensure that items of intelligence from the evidential side of an investigation are kept separate from intelligence-only products by providing advice and guidance to Senior Investigating Officers to ensure LI Product and other covertly sourced intelligence is appropriately handled and retained.

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:

Maintain a personal knowledge of covert techniques and their application to proactive and reactive investigations, including applicable legal and regulatory constraints.

Must be aware of national, regional and local deployments to manage the de-confliction of operations.

Use agreed processes and systems to share knowledge and experience from the acquisition, sanitisation, dissemination and use of covert intelligence within and across organisations.

Comply with disclosure requirements within Preston and CPIA. Prioritise requests for intelligence in line with force priorities and policies as directed by the Confidential Unit Management function.

The post holder will also be required to maintain appropriate standards of knowledge of the European Convention on Human Rights, the Manual of Standards for the Accessing of Communications Data and the Regulation of Investigatory Powers Act.

Role holder will need to work to CUOM principles to allow the unit to be accredited which in turn will give law enforcement partners the trust & confidence to share & exchange sensitive & highly sensitive intelligence material.

Acquire and maintain a thorough knowledge of legislation related to communications procedures and the use of communication data.

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.

The knowledge or skills required in the role are as follows:	E/D
1. Has attended or is able to attend and pass Intelligence Officer enhanced course.	E
2. Section 19 briefed by the appropriate agencies and attend and successfully complete a Product Handling Course (training will be provided).	E
3. Is an accredited Communications Data SPoC with current P.I.N. Knowledge of communications industry.*	E
4. Proven ability to demonstrate high standards of integrity, confidentiality and flexibility.	E
5. To be computer literate and able to learn new systems quickly.	E
6. Proven knowledge in respect of the European Convention of Human Rights, the Human Rights Act and related case law.	E
7. Proven experience in covert policing under the Regulation of Investigatory powers Act 2000 Part 1, Chapter 1. and Act 2000 Part 2.	E

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8. Must have capability to travel to different locations across the SEROCU region and any other part of the UK and Europe as directed and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential as is the requirement to undertake and pass the Police Basic Driving Assessment to enable the use of a police authorised vehicle.	E
9. Extensive knowledge of NIM, Information Handling model, 5x5x5 and applying specific originator handling conditions.	E
10. Have completed a CLEM course covering covert policing tactics.	D
11. Previous experience of working with full range of covert tactics.	D
Additional comments: * accredited by corporate communications service providers to lawfully handle data in accordance with RIPA and data protection. Assigned a unique PIN to access databases.	