

Job Title: Prison Intelligence Team Hub Coordinator	
Job Evaluation Number	C094

## JOB DESCRIPTION

<b>Job Title:</b> Prison Intelligence Team Hub Coordinator.	<b>Location:</b> South East Regional Organised Crime Unit
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> DS/Prison Supervisor	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Co-ordinate and manage the process dealing with prisoner release in line with regional and national requirements by maintaining the business processes of lifetime offender management and supporting intelligence investigations.

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 the system for overseeing prison intelligence investigations ensuring that timeliness is applied by investigators and their supervision including: -
  - a. The maintenance and administration of the release spreadsheet.
  - b. Creation of research documents to inform release forces of intelligence and prison related risk and threat.
  - c. Notification and administration of processes.
  - d. Administration, minuting of monthly meetings (and extraordinary meetings) to support the process.
2. Act as an integral part of the Regional Prison Intelligence Hub and therefore a point of contact for all those making contact with the Regional Prison Intelligence Unit including (in particular NOMS Regional Intelligence Units) to ensure the smooth exchange and sharing of intelligence as appropriate and within the constraints of the Government Security Classification (GSC). Also support the administrative processes of the team including the completion of documentation for Prison Intelligence Officers as required.
3. Manage the prison tasking process including the creation of briefing documents for strategic meetings across both sides of the business including:
  - a. Maintenance and administration of the core prison intelligence tasking meetings and associated documentation.
  - b. Responsibility for the redaction and dissemination of required documentation to CTPSE and SEROCU leadership teams.
4. Support the liaison with force, regional and partnership representatives (NOMS – Probation and Prisons) in order to ensure that any actions or requests for information are received in a timely fashion.
5. Management of core office systems and associated administrative requirements. (This will include provision of support to supervisors who need to ensure that regular investigative updates are provided by intelligence operatives operating under their line management).

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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 South East Regional Prison Intelligence Team is responsible for gathering and developing intelligence from HM Prison Service (HMPS) and other associated establishments relating to national security issues and organised crime.

Liaise with

- Counter Terrorism Policing South East.
- South East Regional Organised Crime Unit.
- All police forces – both in respect of serious organised crime and counter terrorism.
- National Prison Intelligence Coordination Centre.
- National Offender Management Service.
- Probation (NPS and private agencies).

**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. Knowledge and understanding of Government Security Classifications and restrictions around dissemination of intelligence, and experience of applying these classifications.	E
2. Knowledge and experience of recognising priorities, risks and threat in relation to national security and organised crime.	E
3. Knowledge and understanding of relevant legislation such as ECHR, RIPA, OPT, data protection etc.	E
4. Good team player, but also able to work on own initiative.	E
5. High standard of IT skills – including excellent knowledge of Microsoft Excel and Microsoft Word.	E
6. Excellent communications skills, both written and oral with the ability to communicate at all levels of the police and other organisations.	E
7. Exceptional time management, organisational and planning skills with the ability to deal with multiple tasks at the same time and resilience to stress.	E
8. Holds a full and current UK/European driving licence and willing to undertake the necessary training to drive departmental vehicles.	E
9. Experience of working in a security conscious environment.	E