

Job Title: Dedicated Source Supervisor	
Job Evaluation Number	C375

JOB DESCRIPTION

Job Title: Dedicated Source Supervisor	Location: CTPSE
Job Family: Dedicated Source Unit	Role Profile Title: BB4 Police Staff (subject to review)
Reports To: DSU Controller – Detective Inspector DSU	Band level: 4I (subject to review)
Staff Responsibilities (direct line management of): Police Constable and Police Staff Handlers, Police Staff Administrative Support	

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

The overall purpose of the role is to: Supervision of the recruitment and handling of Covert Human Intelligence Sources (CHIS) as directed by the DSU Controller -DI, in accordance with relevant legislation and policy, as laid out under the Regulation of Investigatory Powers Act (RIPA), Codes of Practice and the National Standards of Intelligence Management (NSIM).

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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, supervise, prioritise and direct resources in conjunction with the DSU Controller (DI). To act as deputy Controller in the absence of the DSU Controller – DI.
2. Assist in the proactive recruitment, development, handling and tasking of Covert Human Intelligence Sources (CHIS) to address the strategic intelligence requirement of the CTU.
3. Ensure that all activities comply with RIPA legislation, and joint working protocols with key partners.
4. Supervise handlers to ensure that trade craft considerations, duty of care, risk assessment, recording and dissemination of intelligence are properly addressed in relation to all human sources of intelligence.
5. Maintain liaison with key partner agencies and where appropriate, supervise jointly handled sources with those partners.
6. As a member of the DSU, lead a regional thematic and attend where required Tasking and Co-ordination Meetings to support the strategic aims of the CTPSE and the Force areas.
7. Manage and implement an Engagement Strategy to ensure handlers maintain links with the various policing departments to aid CHIS recruitment, enhance DSU awareness and assist with succession planning for DSU roles.
8. Lead the development of the CT DSU CHIS recruitment strategy in conjunction with key partners.
9. Maintain and develop relationships with local, regional and national organisations/functions.

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10. As a regional resource you will be expected to cover at differing locations throughout the region and carry out Controller on-call duties. You may also be required to temporarily cover other UK regions in response to a terrorist incident as part of the wider CT network.

11. Ensure that personal development needs of DSU personnel are appropriately addressed, all administrative functions, record keeping, and performance data are efficient, transparent and maintained to a high standard.

12. Attend yearly first aid and defensive conflict training .

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:

Post holder will have 1st line supervisors' responsibilities which includes taking strategic leads for key thematic areas and projects, reporting in the main to a Detective Inspector, occasionally the head of unit.

The role holder will be accountable for the management and delivery of CHIS recruitment.

As a supervisor, they will be responsible for overseeing MOPI determinations for records being reviewed, retained or disposed in accordance with Policy and legislation.

Post holder will be responsible for tactical and strategic CHIS related decision within their unit and across the region as part of an on call cadre.

Role holder will be required to coach and develop team members within their supervision and share any operational learning accordingly.

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>
Proven experience operating within a covert unit e.g. surveillance/DSU/UC or SPT	E
Required to complete a 2 week National Security Controllers course and a 1 week CHIS in prisons course.	E
Must be literate with Police intranet and HR systems. Must have the capability to learn multiple IT systems and provide high quality reports.	E
Proven communication skills (both verbal and written) with ability to provide a high level of service. Comfortable presenting and leading briefings.	E
Must be able to effectively manage and enable the performance of a team, providing line management expertise. Experience at Supervisory or management level.	E
Experience in handling, supervising or managing intelligence e.g. working in a fixed intelligence management unit or other dedicated source/surveillance unit	E
The role holder must undertake and maintain Development Vetting	E

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Must have the capability to travel across the South East Region to enable the supervision of a team and work an on call rota. Will be required to attend occasional national meetings relating to the CT Network. Due to the requirement to work “flexibly” unsocial hours and personal safety, public transport is not suitable. For this reason a full UK licence is considered essential.	E
Achieved an accreditation as an advanced handler or controller.	D