

JOB DESCRIPTION

Job Title: Police Human Intelligence (HUMINT) Targeting Officer	Location: Counter Terrorism Policing South East
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: DS Deputy Controller CTPSE and Controller Security Service	Band level: BB4I
Staff Responsibilities (direct line management of): N/A	

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

The overall purpose of the role is to: Provide a dedicated regional intelligence development resource to enhance the recruitment, profiling and tasking of national security Covert Human Intelligence Sources (CHIS), and support the development and tasking of the Human Intelligence activity within South East region, optimising opportunities and maximising the use of resources.

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. Provide a dedicated regional intelligence development resource to support the recruitment, profiling and tasking of national security Covert Human Intelligence Sources (CHIS). Increase the breadth and depth of agent coverage to support priority operations and fulfil investigative requirements and strategic coverage projects. This is key to ensuring the CHIS stable is deployed effectively to best service intelligence objectives across the SE Region and nationally.
2. For operational projects and investigations, capture the requirements from the respective desk officer and undertake research and analysis to scope what HUMINT could offer. Delegate actions where necessary to delivery teams, manage the associated targeting work, negotiate for and maximise the use of resources where required, and track performance.
3. Direct, track and receive updates on tasking, and ensure they are effectively managed and delivered at a regional level.
4. Maintain knowledge and awareness of CHIS activity within CTPSE to maximise all opportunities and provide guidance on development where required. Adapt to changing information to maintain operational effectiveness by analysing intelligence, understanding the repercussions, and taking quick decisive action quickly and autonomously. Liaise with departments and partners to deliver taskings accordingly.
5. Identify gaps in Counter Terrorism Policing coverage relating to current and emerging national security and policing priorities and develop plans to fill these gaps.
6. Proactively identify opportunities and improve processes for CHIS recruitment and referrals, by receiving intelligence, analysing and critiquing information with consideration to risk and vulnerabilities, and advising accordingly. Do this with the security service lead and as part of a wider Partner targeting hub.
7. Build strong working relationships with key stakeholders and partners, including multiple police forces, regional Dedicated Source Units, Counter Terrorism Policing Intelligence Units, other Targeting Officers, Operational Security, the NHU and external agencies. Manage competing demands and develop effective relations for the longer-term benefit of CT Policing.

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:

The post holder carries a project portfolio of investigative entities, strategic coverage projects, and a number of targeting packs that only they are in a position to complete within CTPSE. The post holder is personally responsible for managing the HUMINT response to fulfil these requirements.

The post holder will have access to information, databases and applications to enable them to perform their role.

The PHTO uniquely sits between two organisations, putting them in a unique position to recognise gaps and take steps to plug those gaps by utilising the full breadth of departments across these organisations.

The role is defined by the shift in terrorist activity regionally and nationally, there is no seasonal variance. The increase in activity is always driven by international cause and effect from which the PHTO is expected to deliver solutions to intelligence gathering problems or gaps. The unique nature of the role that stretches across numerous organisations places a responsibility on the post holder unlike any other.

The PHTO is a key decision maker and begins the process by engaging and liaising with the respective desk officer responsible for that investigation. This immediately places a requirements on the post holder to ensure they are able to manage multiple communications methods. The PHTO is then expected to be able to have sufficient detailed knowledge of what HUMINT could offer, based on an initial scoping of the available data. The PHTO will then look to progress the investigative requirements. The PHTO will simultaneously manage the targeting work around the project or task, alongside continuing to look at recruitment opportunities.

Whilst each of these operational projects have an initial flurry of activity, recurring assessments are required throughout the lifespan of the project. Keeping abreast of these changes is essential to keep delivery teams working effectively and efficiently. The demands of designing and planning these responses, combined with the management of stakeholder relations and project teams represent a significant responsibility.

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. You should think of what is essential or desirable in order to deliver the requirements of the role along with the “softer skills”, such as communication and team working skills.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Current experience or willingness to understand CHIS, undercover and covert operations.	E
2. Knowledge and experience of investigating, analysing and articulating data. Experience of using different analytical techniques. Ability to identify opportunities to develop existing processes.	E
3. Proven ability to act with integrity and manage confidential and sensitive information appropriately.	E
4. Experience / knowledge of or willingness to understand RIPA 2000, Police Act 1997, CPIA 1996, HRA 1998, DPA and MOPI.	E

5. The post holder should be literate in the use of Microsoft IT Products e.g. Word, Excel, PowerPoint to an intermediate level to support delivery of management information.	E
6. Able to demonstrate excellent interpersonal communication skills. Ability to effectively negotiate and persuade external customers/partner agencies, manage expectations, collaborate and coordinate to produce analytical and business reports. Ability to offer information, advice and guidance to colleagues and stakeholders, including senior leaders.	E
7. Experience of managing substantial personal workloads under pressure with minimum supervision, prioritising and meeting tight deadlines. Able to demonstrate self-motivation and use initiative.	E
8. Excellent written and verbal communication skills with the ability to produce appropriate reports.	E
9. Must have capability to travel to different locations regionally / nationally and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. 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 *.	E