

## JOB DESCRIPTION

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| <b>Job Title:</b> Regional Intelligence Development Officer (CTP SE/SEROCU)                            | <b>Location:</b> CTP SE/SEROCU              |
| <b>Job Family:</b> Operational Support   | <b>Role Profile Title:</b> BB3 Police Staff |
| <b>Reports To:</b> Intelligence Analyst, Senior Intelligence Analyst or DS Investigations / UCOL / SIU | <b>Band level:</b> 3G                       |
| <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:** provide a of high quality research and development packages, identify, collate, research, assess, review and present information and intelligence from a wide range of sources on identified individuals and organisations and assist in the preparation and presentation of a variety of intelligence or evidential packages.

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. Research and assess intelligence on individuals and organisations potentially linked to terrorism, extremism, organised crime or Child Sexual Abuse and Exploitation. Prepare, present/supply information and findings in an appropriate product e.g. intelligence products, reports, charts, data visualisation, infographics and maps for investigative and evidential use, summarising clearly, concisely and accurately key research findings. Monitor, evaluate and review the information for its reliability and validity, identifying impact and consequence using analytical/probabilistic language where appropriate. Identify the audiences for the product and the aspects of the product that should be presented and select the most effective dissemination methods. Maintain full audit trail for each piece of research, referencing accurately.
2. Support live operational activity with real time research and evaluation of information. Manage the data that is provided to the Operations room to ensure that it is up to date and accurate
3. Monitor and maintain intelligence sources used to deliver other intelligence products. Write and submit applications for telecoms data under RIPA legislation, and manage the resulting product and research content in line with SIO/ Investigators telecoms strategy in order to achieve investigative aims.
4. Identify trends, series and linked occurrences within the arenas of terrorism, extremism, organised crime or Child Sexual Abuse/Exploitation in conjunction with the Intelligence Analyst, and where appropriate risk assess the threat, identifying any safeguarding issues if appropriate. Work closely with intelligence staff to update and develop intelligence products, and identify intelligence opportunities, links and crossovers between priority and other high risk activity.
5. Support the analytical function with specialist Internet Intelligence and Investigations research using open source techniques. The post holder should be aware that the role may require exposure to violent, disturbing or extreme material. The likelihood and nature of this will vary depending upon the posting but welfare and psychological support will be provided, as appropriate.
6. Participate in CT, Domestic Extremism or organised crime meetings at both Force, regional and national level. Provide briefings at these as and when required.
7. Recommend further action against those individuals deemed to be linked to terrorism, violent extremism, organised crime or Child Sexual Abuse/Exploitation. Identify opportunities for intervention by appropriate resources

**Additional comments.** CTP SE IDOs are required to provide support to operations through the provision of intelligence research and development in an Intelligence cell, Fusion cell, or CT Police Operations Room environment (completing & maintaining training and ICT access where required). Support the needs of the wider policing world through directed tasks, and appropriate information sharing agreements. To provide support, through undertaking any other duties within your capability, to spontaneous / critical / major incidents or events as directed.

SEROCU IDOs are required to provide tactical operational support by monitoring radio communications of live surveillance operations targeting serious level criminals within organised crime groups. Research and map sensitive covert product, monitor the operation and evaluate opportunities for research. In a pressurised fast paced environment complete research and conduct initial interpretation. UCOL IDOs may also be required to carry out the above in relation to the monitoring of live surveillance operations that target contact sex offenders.

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:**

CTP SE IDOs - The approach of the CTP SE to the current Policing Plan and Regional Priorities determines the volume and/or complexity of research and analysis required. Carry out research and developmental activity, to develop intelligence in line with set priorities and operational objectives as per NSIM (National Standards of Intelligence Management) guidelines.

SEROCU IDOs - Attend meetings and give presentations as appropriate to the purpose of the role. This will include meetings outside the county or away from police premises, and/or with colleagues from other departments or agencies.

- liaise on a region wide basis with other Forces/departments/agencies (SOCA, UKBA, HMRC, Interpol, Europol, Council, DWP, POLIT teams, CEOP etc.) in the collection and dissemination of information.

- help improve the quality of Region wide police held data through resolving (or referring to the appropriate person to remedy) data errors identified during the course of research.

- evidence research work as necessary (ANPR, telecoms) and prepare in appropriate format for presentation at court. Give evidence at trial as required.

TOEX IDOs – Complete intelligence products and applications, and undertake detailed research and development of identified subjects using all available intelligence systems including PNC, PND, VISOR, DWP and other partner agencies.

Maintain a good understanding of the Government Classification Scheme and particularly the movement of secret and sensitive documents, complying with Management of Police Information (MoPI) standards.

Will be working in a fast moving and changing environment. Must be willing to travel and work in other parts of the SE region or UK at short notice. Responsible for interrogating all relevant available police databases and external sources. Liaise with police officers and police staff, and partner agencies regionally and nationally to gather and develop intelligence. Requirement to travel regionally and nationally to achieve this.

**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. Good standard of education or equivalent experience.  | E                 |
| 2. Recent and relevant experience within an intelligence environment and experience of research. Good knowledge of the intelligence process and cycle, including NIM.  | E                 |
| 3. Proven experience in collating and assessing information and making concise and accurate recommendations based on assessments.  | E                 |
| 4. Excellent communication skills, written and oral, with ability to negotiate and deliver presentations.  | E                 |
| 5. Good team player and also able to work effectively on own initiative.   | E                 |
| 6. Able to demonstrate good organisational, planning and time management skills and resilience to stress.  | E                 |
| 7. Previous experience of working in a security conscious environment with secret and confidential material. Understanding of handling and movement of such documents and able to recognise and deal appropriately with sensitive information.   | E                 |
| 8. High standard of IT skills with accurate keyboard and inputting skills and the ability and commitment to learn new systems in a short time period*.   | E                 |
| 9. Able to demonstrate an understanding of relevant legislation e.g. Data Protection, MOPI, CPIA & HRA, RIPA and be prepared to attend and give evidence at Crown Court, Coroner's Court, County Court and any other required judicial process.  | E                 |
| 10. Must have the capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to provide a 24/7 on call service to urgent operational needs**, where required. Due to the requirement to work flexibility, 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                 |
| 10. Force system knowledge and a commitment to learning and maintaining access to new IT systems across the South East Forces. - Kent Surrey Hampshire Thames Valley & Sussex: Crime & Intelligence system, Command & Control system, ANPR system, PNC, PND National ANPR Database.  | D                 |
| 11. Cyber crime posts only – academic/ industry recognised qualification in computing/ IT or relevant experience.  | D                 |
| 12. UCOL posts only - previous experience in working in child abuse/exploitation arena.  | D                 |

**Additional comments:** At interview candidates will also be asked to confirm their willingness to train towards achievement of appropriate courses e.g. Covert Internet Investigations.

\*Cybercrime posts only: the successful candidate will need to be able to complete additional cybercrime related training. \*\*CTP-SE IDO role can be included as part of the provision of an on call 24/7 service to respond to urgent operation needs. \*\*\* Undergo Driving Training to enable the use of a police authorised vehicle

Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be

held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.

The post holder will be prepared to complete the Intelligence Professional Programme (IPP) commensurate with their role profile.