GREATER MANCHESTER POLICE

JOB DESCRIPTION

|  |  |
| --- | --- |
| POST TITLE | Covert Human Intelligence Source Handler |
| DEPARTMENT/DIVISION/BRANCH: | North West Counter Terrorism Unit |
| SECTION/UNIT: | Dedicated Source Handling Unit (DSHU) |
| GRADE: | G |
| RESPONSIBLE TO: | Detective Sergeant |
| RESPONSIBLE FOR: | N/A |
| AIM OF JOB: | To proactively recruit and handle Covert Human Intelligence Sources, debriefing and developing intelligence to support counter terrorism and domestic extremism operations and investigations. |

MAIN DUTIES AND RESPONSIBILITIES

* To perform the duties of a source handler in relation to covert intelligence gathering / tasking undertaken by the North West Counter Terrorism Unit.
* Conduct continuous risk assessment in relation to the handling of each source and undertake appropriate action.
* Conduct initial evaluation and determine the provenance of any information received from a source and take any necessary immediate action.
* Identify circumstances in which further authority is required for source activity and take action to obtain such authority.
* Ensure that information is obtained lawfully and ethically and in conformance with the rights of any individuals involved.
* Make contact with sources only in accordance with current legislation, policies and procedures.
* Ensure all practices are ethical and honest at all times.
* Maintain records of payments of salaries, expenses and rewards in accordance with policy ensuring integrity and honesty at all times.
* Update computer systems and maintain/interrogate those systems.

* Submit information promptly and in an appropriate format to the appropriate person / department using recognised methods of submission.
* Produce reports and intelligence assessments as necessary.
* Deal with individuals in an ethical manner recognising their needs with respect to diversity and Human Rights.
* Provide a duty of care in relation to the welfare and protection of sources.

OPERATIONAL DUTIES

* Identify, recruit and assist in the development of covert human intelligence sources in conjunction with partner agencies or NW Forces to gather intelligence in support of national security priorities and CT & DE control strategies.
* To liaise as necessary with the Security Service in relation to investigations and intelligence requirements involving National Security and Terrorism.
* Maintain a professional relationship with sources.
* Report accurately, and within the relevant time criteria, information supplied by the source, to evaluate it dispassionately and ensure that dissemination of actionable intelligence only takes place having been suitably sanitised ensuring established firewalls cannot be compromised. Knowledge of each forces protocols will be necessary to ensure this process is adhered to.
* On call rota cover ensuring the source is able to make contact with his/her handler whenever necessary in accordance with the authorities and duty of care / welfare for the individual.
* Identify potential CHIS assets for overseas deployment. This necessitates an ongoing working knowledge of the requirements of partner agencies to fulfil this requirement.
* Effectively brief and debrief sources.
* Determine sensitive material and manage documentation in compliance with CPIA.
* Ensure that the handling, use and conduct of Sources in according to legislation (RIPA 2000), local and national policy and procedures.
* Ensure that the source is clear about the role and the limits to it, about how to attend to his/her own security and that he/she remains at all times under the Handler's control.
* Identify opportunities and suggest tactics to address intelligence gaps and information requirements.
* Employ appropriate tradecraft according to the risks associated with the handling of the source and where necessary conduct risk assessments considering Health and Safety issues.
* Support the CTU source controller / deputy controller in maintaining systems and processes to ensure the effective handling of CHIS related sensitive material throughout the Criminal Justice System.
* Ensure that all contact with the source is authorised by the source controller / deputy controller.
* Record all information accurately using the appropriate computer (or paper) CHIS management system, ensuring logs are correctly evaluated and sanitised.
* Ensure use of covert equipment is at all times in accordance with Force procedures and legislation.
* Report to the Source Controller or Manager immediately any suspicion that the source is acting as agent provocateur or otherwise exceeding their remit.
* Comply with the National Crime Recording Standard and minimum investigative requirements.

OTHER DUTIES

* To perform any other duties commensurate with the post or rank and support the effective operation of the Regional Recruitment Unit and the Source Recruitment and Development Unit based within the CTU at Manchester Airport and ensure the effective operation of the Regional Source Advice Unit.
* Act as co-handler where appropriate to those other sources (CHIS), utilised by the Security Services.
* To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
* Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
* To fully participate in GMP’s development review process.
* To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
* All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
* Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
* To carry out such other duties which are consistent with the nature, responsibilitiesand grading of the post.

**NB THE DUTIES CONTAINED ON THIS JOB DESCRIPTION MAY ALTER BETWEEN SPECIFIC TASKS DEPENDANT ON WHETHER YOU ARE EMPLOYED WITHIN THE DEDICATED SOURCE HANDLING UNIT OR REGIONAL RECRUITING UNIT.**

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint.  Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

**LEADERSHIP EXPECTATIONS**

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force’s vision “Protecting society and keeping people safe”

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and appraisal.

**Our Leadership Expectations are:**

# Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity  
  
**Enabling Change and Improvement**  
Taking responsibility to solve problems, implement change and make improvements to our services  
  
**Developing Yourself and Others**  
Developing yourself and others to succeed and increase their contribution to GMP  
  
**Responsibility for/to the Team**

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging  
  
**Working in Partnership**Working as one GMP team and with external partners to achieve results that benefit GMP and our communities  
 **Demonstrating Respect and Compassion**Treating all our people, partners and communities with respect and compassion  
  
**Service Delivery**  
Delivering excellent policing services to the people of Greater Manchester

**Leaders have been identified at four levels:**

* Peer
* First
* Middle
* Senior

**Regional Covert Human Intelligence Source Handler** has been identified as: **A Peer Leader.**

**Please Note**: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website:

www.gmp-recruitment.co.uk

**PERSON SPECIFICATION**

**REGIONAL COVERT HUMAN INTELLIGENCE SOURCE HANDLER**

**NORTH WEST COUNTER TERRORISM UNIT**

|  |  |  |
| --- | --- | --- |
| **Short-Listing Criteria** | **Essential/**  **Desirable**  **(E/D)** | **Assessment of Criteria (how the shortlisting criteria will be assessed)** |
| Qualifications/Education  Willing to undertake and successfully complete a one day assessment for the National Security Agent Handling Course.  Willing to undertake and successfully complete the Level 3 National Source Handlers Course (3 week course).  \*National Security Agent Handing Course (NSAHC) trained or equivalent.  \*NWCTU Induction Stages 1,2 and 3.  SCD11 National Prison Debriefing Course.  National Assisting Offenders Debriefing Course.  Investigative interview training course.  Self Defence Training Course.  NIM Intelligence Specialist Course.  Foundation or Intermediate CID Course.  National Advanced tradecraft.  Persuasion and Influence Course. | E  E  D  D  D  D  D  D  D  D  D  D | AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C |

|  |  |  |
| --- | --- | --- |
| Experience  Responsible for the gathering / management of information; will make recommendations having evaluated national security information and may be called on to make time critical decisions. Will be methodical and meticulous in record keeping.  Experience of investigating complex and protracted enquiries.  Experience of working in a sensitive or confidential environment.  Experience of liaising with CPS and legal representatives over disclosure issues or PII.  Experience of working in the Counter Terrorism Environment and knowledge and understanding of Counter Terrorism and Domestic Extremism.  Experience of intelligence gathering operations.  Experience of preparing evidence including: Preparation of prosecution files and evidence in relation to PII hearings. | E  D  D  D  D  D  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Knowledge  Uses legal knowledge to good operational effect in respect of the recruitment and handling of all sources.  Has good knowledge of Force operational procedures in relation to integrity, security and confidentiality of sources and information obtained from sources.  Demonstrates knowledge of conducting continuous risk assessments highlighting any Psychological or Welfare issues pertaining to the CHIS.  Have an understanding of Human Rights, Equal Opportunities, Cultural and Diversity issues.  \*Knowledge of the workings of the National Intelligence Model.    \*Knowledge of disclosure issues and compliance with CPIA.  \*Knowledge of legislation relating to the gathering of intelligence e.g. RIPA & HRA.  \*Knowledge of ACPO Manual of Standards for Covert Human Intelligence Sources.  \*Knowledge of ACPO (TAM) Manual of Standards for National Security Covert Human Intelligence Sources.  \*Maintain an up-to-date knowledge of current International / National and Regional CT investigations in order to identify potential intelligence opportunities for source recruitment.  Knowledge of observation and surveillance techniques and attendant issues relating to disclosure.  Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.  Surveillance awareness and a thorough understanding of all aspects of covert investigations with proven investigative skills in this environment. | E  E  E  E  D  D  D  D  D  D  D  D  D | AF/**T/**I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills/Abilities**  Competent in using computer systems including Microsoft packages/ Internet and willing to undertake training for regional forces IT systems.  Displays integrity and discretion and understands the need for and is able to maintain absolute confidentiality.  Demonstrates ‘working’ skills including:  - Ability to recognize signs of stress in clients / colleagues and aware of measures to address this - Ability to maintain detailed contact notes and where appropriate intelligence reports.  Works independently without reference to supervision in addition to working effectively in a team setting.  Excellent interpersonal skills, adapts communication style to suit situation, e.g. being persuasive / sympathetic as required. Uunderstands other people’s views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.  Ability to analyse large amounts of information accurately and explore all alternatives before implementing action.  Required to manage and maintain a covert identity, (without the use of Police Warrant Card), whilst maintaining the integrity of covert structures and GMP.  Ability to recognise sensitive material and maintain discretion and confidentiality at all times. Conscientious, methodical and meticulous in record keeping. | E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/**T**/I  AF/I  AF/I  AF/I |
| **Other** Has achieved a good attendance record.  Flexible approach and willing to work outside normal working hours at short notice according to operational needs.  Willing to wear / use protective personal equipment as may be provided i.e. body amour.  Full UK driving licence and access to a vehicle for business purpose.  As a condition of being appointed to this post an individual will be required to provide a DNA sample.  This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting. | E  E  E  E  E  E | AF(E)  I  I  I  I  AF |

**Please Note: If successful at the paper sift and interview stage, candidates will be invited to undertake a one-day assessment. Following the one-day assessment the successful candidate with the highest score will be offered a conditional offer. The offer will be made subject to undertaking and passing a National Security Agent Handling Course (Four weeks) which is hosted and managed by The Security Service. (MI5) Candidates who have completed this course previously (or equivalent) will not be required to complete this process.**

**Key**

|  |  |
| --- | --- |
| **AF(E)** | **Eligibility (this will be checked at shortlisting by the recruitment team)** |
| **AF** | **Application Form** |
| **C** | **Certificate** |
| **T** | **Test** |
| **I** | **Interview** |

* Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
* Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
* All essential criteria above will also be discussed in GMP’s - development review process.
* The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
* A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.