**GREATER MANCHESTER POLICE**

**JOB DESCRIPTION**

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| **POST TITLE:** | Constable/Detective Constable – Intelligence Management Unit |
| **DIVISION/BRANCH:** | Counter Terrorism Policing North West |
| **SECTION/UNIT:** | Intelligence Management Function |
| **GRADE:** | Constable |
| **RESPONSIBLE TO:** | Sergeant; CTPNW Intelligence Management Unit |
| **RESPONSIBLE FOR:** | N/A |
| **AIM OF JOB:** | To receive, assess and manage information and intelligence in accordance with the National Standards of Intelligence Management, highlighting threat and risk to the IMU manager and carry out development where appropriate.  To disrupt individuals or groups whose activities fall within the definition of Counter Terrorism or Domestic Extremism.  To liaise with the Security Service and NCTPOC (National Counter Terrorism Police Operations Centre) in relation to National Security and Terrorism Investigations, as directed.  Act as a Case Officer on lead Investigations and Priority Operations as identified under the Intelligence Handling Model. |
| **TENURE OF POST:** | Minimum of 2 years |
| **HMIC CATEGORY:** | Operational |

**MAIN DUTIES AND RESPONSIBILITIES**

* Receive and assess new information and intelligence from internal and external sources to identify and manage CT/DE related threat, harm and risk, ensuring that all key functions are carried out according to the National Standards of Intelligence Management (NSIM) and the Intelligence Handling Model (IHM).
* Manage the development of intelligence in respect of Priority Investigations, IHM leads and during Intelligence Enhancement. Identify opportunities and suggest tactics to address intelligence gaps and information requirements utilising a wide range of sources.
* Gather and develop intelligence in line with national, regional and, force control strategy intelligence requirements, and produce intelligence packages, collection plans and briefing products as directed.
* Manage nominals as directed either within a Priority Investigation, following the closure of a priority investigation, as part of a Part 4 Order (Terrorism Act 2006) or a nominal subject to the Terrorist Prevention and Investigation Measures Act 2011 (TPIM).
* Research information in order to identify potential opportunities to convert intelligence into evidence, and to ensure that at all times, intelligence gathering is undertaken, secured and preserved in a manner which meets criminal evidential standards.
* Interview people with information and intelligence as an outside enquiry, including people suspected of involvement in CT/DE related activity.
* Ensure operational activities are fully risk assessed and documented.
* Perform duties in support of Fusion and Counter Terrorism Police Operations Room (CTPOR) during a major covert terrorist investigation, as set out in the ACPO (TAM) Manual of Major Covert Terrorist Investigations and Fusion Manual.
* Attend briefings, presenting intelligence as appropriate.
* Support other functions within CTPNW as required.
* Maintain an awareness of the local force and Basic Command Unit (BCU) intelligence requirements.
* Ensure intelligence gathering and recording activities are undertaken in compliance with all relevant legislation (e.g. CPIA, RIPA) and according to national standards (e.g. MIRSAP, and NIM Guidance).
* Ensure intelligence is correctly marked, evaluated, sanitised and disseminated as appropriate with the correct and detailed handling instructions, in line with legislation and guidelines and supported with a risk assessment where necessary.
* 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
* Liaise with police officers and police staff from Intelligence Management Units (IMU’s), FIB, divisions and departments on CTrelated matters and give advice and support when necessary.
* Liaise closely with other intelligence sources and users both inside and outside the Force e.g. Security Services, NCA, HMRC and Local Authorities.
* Work in partnership with, and form good working relationships with colleagues in other parts of the National CT network, other Forces and with external agencies such as the Security Service, and UKIC, to ensure procedure is followed, duplication of effort is minimised and intelligence / evidential opportunities are maximised.
* Obtain and maintain a level of knowledge regarding matters that pose a threat to national security.
* To fully participate in GMP’s development review process.
* 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.
* Comply with the National Crime Recording Standard and minimum investigative requirements.
* 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.
* 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.
* If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure

**NOTES**

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.

Officers’ applications for this post will only be considered if they have provided a DNA sample for the elimination database.

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 performance reviews.

**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

The **Constable/Detective Constable – Intelligence Management Unit** 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**

**Constable/Detective Constable – Intelligence Management Unit**

**Counter Terrorism Policing North West**

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| **Short-Listing Criteria** | **Essential/**  **Desirable**  **(E/D)** | **Assessment of Criteria (how the shortlisting criteria will be assessed)** |
| Qualifications/Education  Completion of the Initial Crime Investigators Development Programme (ICIDP) or equivalent.  Willingness to complete the Intelligence Professionalisation Programme.  Willingness to complete Assessors Course. | D  E  E | AF/C  AF/C  AF/C |
| **Experience**  Effectively applies correct procedures when carrying out an in depth investigation.  Keyboard and computer skills, including experience of inputting records, creating reports, retrieving information, researching databases and using a variety of database applications.  Experience of investigating complex and protracted enquiries.  Experience of making assessments and complex decisions.  Experience of identifying and mitigating threat and risk.  Experience of liaising with partner agencies.  Varied operational experience. | E  E  E  E  E  D  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge**  Uses knowledge of law to good effect when obtaining evidence.  Evidence of an operational understanding of the diverse communities (of the applicants force) and an ability to evidence delivering a policing response informed by that understanding.  Knowledge of operational procedures in relation to the obtaining of information and intelligence.  Knowledge of legislation relating to the gathering of intelligence e.g. RIPA and HRA.  Knowledge of the National Intelligence Model.    Knowledge of terrorism legislation.  Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.  Knowledge of covert investigation techniques.  Knowledge of intelligence IT systems.  Knowledge of policy/procedure in relation to crime investigation.  Knowledge of Criminal Procedure and Investigations Act (CPIA) 1996 and the rules of disclosure.  Language skills - Please note being multilingual is **not** essential in the CTPNW, however, it is advantageous to have officers who are multilingual. | E  E  E  E  E  D  D  D  D  D  D  D | I  I  I  I  I  I  I  I  I  I  I  I |
| **Skills/Abilities**  Ability to use Local Intelligence systems. | E | AF/I |
| **Other**  Has achieved a good attendance record.  Officer applications for this will only be considered if they have provided a DNA sample for the elimination database.  This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.  Willing to learn new systems, procedures, methods and techniques and assist in their implementation.  Full UK Driving Licence.  Be prepared to work a 24/7 shift pattern.  Willingness to work out of force, if required  Be prepared to undertake break away/personal safety training. | E  E  E  E  E  E  E  E | AF/E  AF/E  AF/E  AF/I  AF/E  AF/I  AF/I  AF/I |

**Key**

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| **AF(E)** | **Eligibility (this will be checked 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.