

GREATER MANCHESTER POLICE
ON BEHALF OF COUNTER TERRORISM POLICING NORTH WEST

JOB DESCRIPTION

POST TITLE:	Intelligence Researcher
DEPARTMENT/DIVISION/BRANCH:	Counter Terrorism Policing North West (CTPNW)
SECTION/UNIT:	Intelligence Management Unit
GRADE:	E
RESPONSIBLE TO:	Higher Analyst Overall Professional Accountability Senior Analytical Co-ordinator
RESPONSIBLE FOR:	N/A
AIM OF JOB:	To support the Intelligence Analysts in identifying long term strategic and emerging issues for the region. To provide short-term tactical support for the CTPNW. To gather, develop, evaluate and present a variety of data and information. To assist the preparation of analytical products.

MAIN DUTIES AND RESPONSIBILITIES

- To scan and evaluate intelligence/information from open and closed sources and research various databases (both internal and external) to provide a thorough collection plan enabling the Intelligence analysts to produce accurate intelligence assessments.
- To produce accurate research summaries utilising all available intelligence in order to provide direction and focus for the region.
- Working to strict time deadlines to identify and research all available data in relation to problems, patterns, trends or threats, risk and harm both regionally, nationally and internationally and where appropriate for further analysis by the Intelligence Analyst.
- To follow the direction set by the Intelligence Analyst and provide effective research capability to assist in identifying emerging risk and targeting offenders.

- To actively embrace problem solving policing with the aim of supporting intelligence/analytical products that will assist in the development of interventions that will fundamentally change the regional risk level.
- To be fully conversant with police computer systems and have in depth knowledge of analytical IT solutions, including the use of Geographic Information Systems, Database and Data Mining software and statistical solutions.
- To demonstrate specialist and up to date knowledge of the various data sources that are used by analysts with the law enforcement arena (for example, geographic, financial, ANPR, telecommunications data, intelligence and crime/incident data) and be able to effectively support analytical colleagues with the preliminary processing, manipulation and assessment of this data.
- To identify intelligence gaps and assist officers in preparing and developing intelligence collection plans.
- To prepare and deliver research findings in writing and to deliver verbal presentations, as required both individually or in support of the Intelligence Analyst.
- To liaise with internal units, other regional forces and the national co-ordination centre to ensure the appropriate sharing of information and intelligence, in line with all relevant legislation and policy.
- To design and undertake research and evaluation projects, including background research and devising and implementing an appropriate methodology, including drawing up Terms of Reference and milestones.
- Work closely with intelligence colleagues to collate documentation for the regional Tasking and Co-Ordination Group.
- At all times be aware of and take account of the Force/Region/National intelligence requirements in fulfilling the role.
- To liaise clearly and confidently at all levels throughout the organisation and with external law enforcement and partner agencies, and to represent the Unit and/or region when applicable or when directed by the Senior Analytical Co-ordinator.
- To be responsible for the secure filing and retrieving of paper based documentation during any incidents and/or day to day work.
- 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, responsibilities and grading of the post.

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.

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 **Intelligence Researcher** 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
Intelligence Researcher
CTPNW

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Qualifications/Education</u> GCSE (grade C Maths and English) and two A Levels or equivalent, or research experience.	E	AF(C)
<u>Experience</u> Carried out duties involving research of information and the monitoring of patterns and trends. Involved in the preparation/presentation of reports, produced statistical data, charts, diagrams etc. Carried out duties/tasks relevant to the post including checking/ recording/ inputting retrieving information and associated filing. Research experience including any undertaken as part of academic study e.g. thesis or dissertation; or previous work experience. To have worked in a similar analytical environment in a large scale organisation.	E E E E D	AF/I AF/I AF/I AF//I AF/I
<u>Knowledge</u> To have awareness of relevant legislation that affects the day to day analytical processes in order to ensure compliance with the Regulation of Investigatory Powers Act (RIPA), European Convention of Human Rights (ECHR), Data Protection Act and Criminal Procedures and Investigation Act. In depth knowledge of analytical IT solutions, Database and Data Mining software and statistical solutions. To be fully conversant with the National Intelligence Model. *	E E D*	I I AF/I

<u>Skills/Abilities</u> Competent in using computer systems including Microsoft packages and the Internet. Keyboard skills with experience of spreadsheet and/or database systems and internet IT skills. Ability to keep up to date with changes in policy/procedure. Ability to present written information clearly and accurately reports. Able to communicate clearly and effectively within and outside the force, in person and on the phone.	E E E E E	AF/I AF/I AF/I AF/I AF/I
<u>Other</u> Has achieved a good attendance record. This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	AF(E)

Key

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.