



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q)

DIRECTORATE: Deputy Chief Constable

STRAND/DEPT: Professional Standards (PRS)

SECTION: Anti-Corruption Unit (ACU)

JOB TITLE: ACU Intelligence Researcher

REPORTS TO: Detective Sergeant ACU Intelligence & Audit

CURRENT RANK/GRADE: Grade C

VETTING LEVEL: Management Vetting (MV), National Security Vetting (NSV) and Security Check (SC)

DATE: March 2026

1. JOB PURPOSE: (Briefly state your job's overall objectives)

To proactively collate, research, evaluate, develop and disseminate purposeful intelligence to ensure effective and efficient deployment of ACU resources whilst minimising risks to said resources, the organisation and the public in order to tackle and mitigate corruption and serious malpractice within Merseyside Police.

2. PRINCIPLE ACCOUNTABILITIES: (Describe the important end results you are expected to achieve)

- a. Examine, decipher and scrutinise information and intelligence from various sources and compile intelligence profiles/ packages to assist Operational personnel and other external agencies in the pursuance of their duties.
- b. In conjunction with the ACU Intelligence Analyst, produce and design intelligence charts and diagrams by studying and interpreting the data collected and having an understanding of the rules of evidence, to assist investigators in court when presenting evidence in a form that is understandable and relevant to all parties.
- c. Research and prepare presentations by cultivating and exploring intelligence/ information in relation to current/ ongoing operations, in order to provide senior officers and key stakeholders with visual working guides.
- d. Undertake administrative duties in relation to intelligence /information and STUDIOSB/National Counter Corruption Intelligence categories, to support the effective running of the ACU. Record all incoming information on the relevant force systems, highlighting any intelligence of concern. Present new intelligence received by the department during the daily morning meeting. Maintain accurate records relating to ACU processes and the dissemination of information.
- e. Maintain a close working relationship with Strands/ Departments, external agencies and systems, such as Call it out and Crimestoppers police integrity line, with a view to supplying/ receiving intelligence to ensure that sufficient research has been completed to ensure appropriate action is taken.
- f. Remain constantly aware of new research methods/ systems by attending training courses/ conferences and expanding existing skills, in order to adapt and remain

current in an environment of constant change so that key stakeholders are provided with an effective research service and that the ACU Operations are sufficiently informed to properly direct their investigations.

- g. Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).

3a. Knowledge and Experience: (What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?)

- Educated to level 3 of the Qualifications & Credit Framework (QCF) equivalent and / or some experience of working in a research support role.
- Good interpersonal, listening and organisation skills.
- Communication skills both written and verbal.
- Knowledge and understanding of Police Operations both Overt and Covert in order to properly assist ACU Operations.
- Knowledge of the organisational structure and departments.
- Ability to work under pressure with a large workload under their own initiative.
- The postholder must be fully conversant with all relevant systems and be willing to learn through training relevant ACU systems.

3b. Police Powers Required: (Does your post require any Police Powers, and if so, what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

4(a) Supervisory Responsibilities

The postholder directly supervises:

N/A

4(b) Supervision Received

Report to the Sergeant ACU Intelligence and Audits who will liaise on a daily basis over issues affecting the unit and identify intelligence gaps that require filling by the use of ACU resources.

4(c) Other Contacts

(i) Within Merseyside Police

Regular contact with Police Officers and Staff of all ranks and grades within the Professional Standards strand regarding investigations.

Regular Anti-Corruption Unit meetings regarding priorities. When required, contact with Area/ Departmental management regards intelligence and priorities.

(ii) External to Merseyside Police

IOPC

CPS, Solicitors and Counsel

Merseyside Police & Crime Commissioner

Outside Forces

Local Councils

MP's

Home Office

H.M.I.C.F.R.S

National Health Staff

Outside CCTV Monitoring Agencies

(Not an exhaustive list)

5. CONTEXT:

5(a) Operating Environment

The post holder will work within the Force Flexitime system however will be required to have a flexible approach to working hours, including on occasions working weekends. There may also be a requirement to work at other locations within the force area.

Key customers include force management, operational officers, staff and outside agencies.

5(b) Framework and Boundaries

Work in accordance with the National Intelligence Model as a minimum standard.

The post holder should ensure that the working practices of the Department are in line with legislation covered by the Regulation of Investigatory Powers Act, European Convention of Human Rights, Health & Safety, Data Protection, MOPI, Police regulations and Discipline Codes, Force and Area plans and strategic assessments. Other legislation, Codes of Practice and Force Policy relevant to the role and the National ACU STUDIOS B framework.

5(c) Organisation

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact)

Financial

N/A

Staff

N/A

Other

N/A

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job)

Working within a small covert team which is involved in highly sensitive and confidential internal investigations.

To convince the Department and leadership team the values of focused intelligence led policing and the importance of dedicated analytical support.

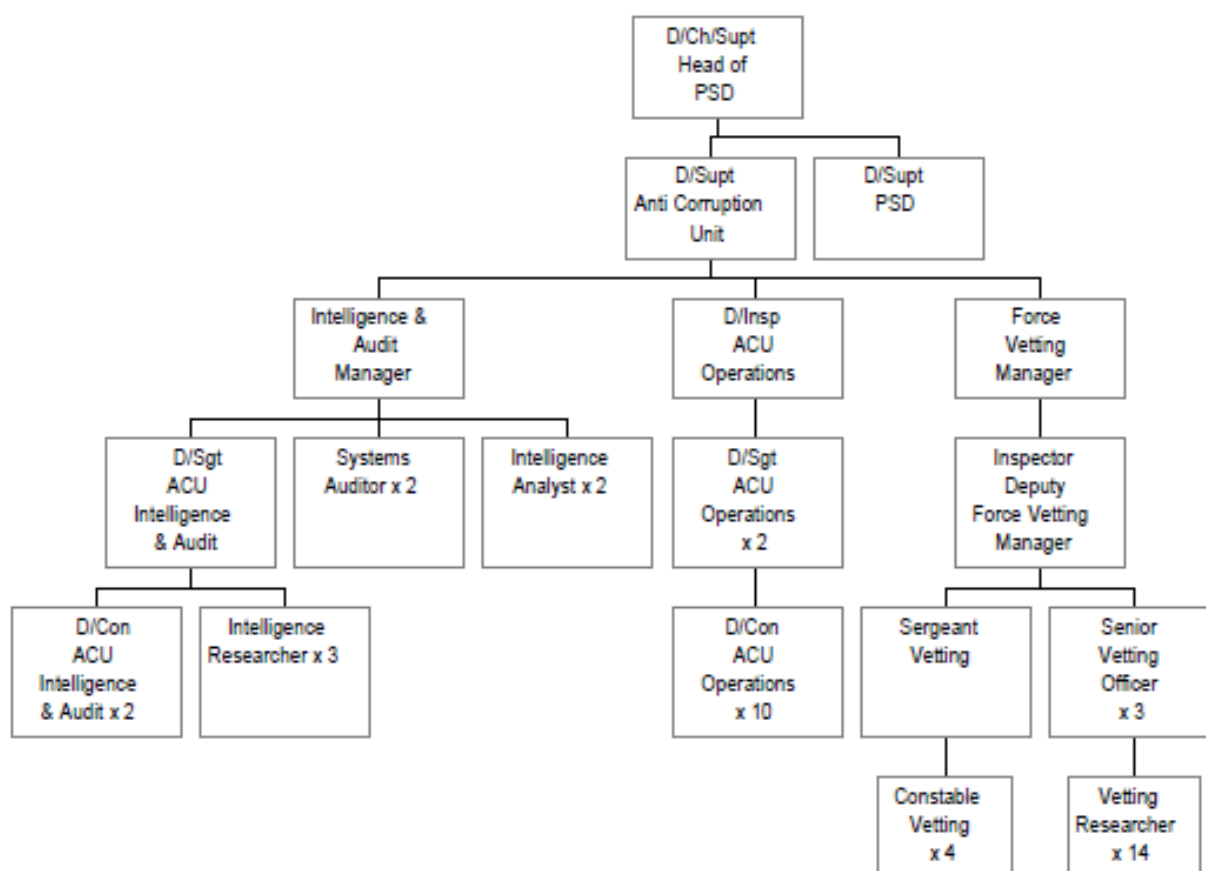
8. ADDITIONAL INFORMATION: (Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

N/A

9. VETTING LEVEL:

The post holder will be required to obtain Management Vetting (MV) and National Security Vetting (NSV) Security Check (SC) level vetting.

10. ORGANISATIONAL STRUCTURE:



5. AGREEMENT OF QUESTIONNAIRE CONTENT: (Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn: