



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

**POA CATEGORY CODE:**

**DIRECTORATE:** Investigation & Intelligence

**STRAND/DEPT:** Force Intelligence Bureau

**FAU:**

**SECTION:** Operational Intelligence Unit

**JOB TITLE:** **INTELLIGENCE DEVELOPMENT OFFICER**

**REPORTS TO:** Sergeant Intelligence Development

**CURRENT RANK/GRADE:** **D**

**DATE:** July 2024

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

To coordinate and deliver tactics for acquiring intelligence to meet operational objectives. Identify, gather, research, develop and disseminate information and intelligence from a variety of sources to fill defined intelligence gaps, and support operational policing activity in response to threats to the force.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Scan and identify intelligence from various sources, including self-generated, to identify intelligence gaps and opportunities for intelligence led policing, actively develop these gaps in order to target criminally active nominals / groups, crime trends and patterns. Review incoming intelligence and identify which intelligence logs have an impact on the Force Operational Control Strategy and bring them to the attention of the Daily Management Meeting (DMM).
- b) Develop local and force priority intelligence gaps as highlighted through DMM, the Tactical Tasking & Coordination process and the force Control Strategy, using a variety of research and development strategies and resources to identify suspects, safeguard the vulnerable and prevent further criminal activity. Contribute to and take ownership for development of bespoke Intelligence Collection Plans (ICPs).

- c) Assess incoming intelligence identifying elements of threat, harm and risk and prioritise accordingly ensuring efficient dissemination to the Supervising Officer for further action / consideration. Conduct any quick-time research and development of intelligence to ensure appropriate control measures are in place to prevent or mitigate the threat in line with the Threat Management Policy.
- d) Provide a quick time and accurate research and development capability for the support of any Crime in Action and other Critical Incidents. Prepare and present Initial Intelligence Assessments (IIA) at critical incident coordination meetings to assist with decision making. Attend the force critical incident management cell as required at the request of the duty Senior Investigating Officer (SIO).
- e) Prepare and deliver timely and accurate intelligence products to direct and focus operational resources at tactical and strategic level and to facilitate disruption and enforcement activity. This will include the postholders attendance at court to obtain search warrants or relevant court orders and liaison with the force Authorising Officer or other Senior Officers for the completion of covert applications (including Directed Surveillance Authorities).
- f) Utilise external opportunities to enhance the Force's intelligence picture and fill intelligence requirements. Deploy to a variety of external locations, explore closed and open-source opportunities, acquire data and information from outside Force providers, organisations, agencies and businesses to proactively collect against identified intelligence gaps.
- g) Provide a 24/7 intelligence service to the force. Conduct Outside Force Desk responsibilities out of hours, prioritising live time requests for intelligence support and evaluation and dissemination of high priority intelligence submissions.
- h) Act as an Intelligence Subject Matter Expert, across the force or to other agencies as required, to promote an intelligence led approach and provide advice and guidance to officers and staff regarding intelligence submission and use. Market the CHIS referral process outside of FIB as required to increase intelligence gathering and development opportunities in force.
- i) Develop and maintain relationships with key internal and external partners to ensure appropriate information and intelligence sharing to support efficient operational response and achieve shared objectives.
- j) Input, evaluate and disseminate intelligence from any source, including self-generated, onto the Force Intelligence system in a timely manner to inform the intelligence picture enabling the Force to

respond to Threat, Harm and Risk of any kind and maximise opportunities to develop Covert Human Intelligence Sources (CHIS), making referrals to the Covert Authorities Bureau where appropriate.

- k) 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.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

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

The post holder should be qualified to A-Level / Level 3 equivalent or some experience in an intelligence environment.

Fully conversant with Regulation of Investigatory Powers Act (RIPA) and the Investigatory Powers Act (IPA) so that the authorisation of intelligence will withstand scrutiny. The post holder must also complete any training deemed relevant for the role, including online training.

Knowledge of Direct Surveillance Authority (DSA), Communications Data opportunities, and legislation, and acts such as Management of Police Information (MOPI), Data Protection Act (DPA) 2018, Criminal Procedures, and Investigations Act (CPIA 1996) and European Convention of Human Rights (ECHR 1998) is also required.

The postholder must be fully conversant with the National Intelligence Model (NIM) and its practices, nationally, regionally and within the Force, maximising the effectiveness of all intelligence practices. To be fully conversant with the Intelligence Professionalisation Programme (IPP).

The post holder must hold and maintain a Personal Safety Qualification and a basic driving qualification as the role involves travelling across the Force area to develop intelligence.

Have knowledge of the Force intelligence priorities, relevant emerging issues, and trends, to support your decision-making process, in order to provide intelligence products to internal and external customers that will impact on operational activity.

To have proven and excellent written, oral, and visual communication skills, and evidence of effective interpersonal skills, including problem solving, using creative and critical thinking to deliver informed products to internal and external customers.

Proven ability to build and maintain strong networks and individual relationships and work collaboratively with colleagues from other teams in FIB and outside of the department, and with other external partners to problem solve and ensure most effective use of resources.

To have a high level of self-motivation and the ability to work under pressure and prioritise workload within an ever-changing dynamic working environment. To be able to work unsupervised, show initiative and confidence with a flexible approach, in order to respond to the process of change. Able to work a nightshift without usual direct supervision, but with support of the duty D/Insp and on-call supervision.

To have a proven ability on all relevant IT systems (including Police National Database (PND), Police National Computer (PNC), Niche and Corvus), with knowledge of analytical processes and products, to enable the production of meaningful intelligence systems.

The postholder must be able to effectively utilise a suite of Microsoft Office products to present data, products, and assessments clearly for a variety of audiences with differing requirements.

The postholder is responsible for becoming an IPP certified intelligence professional, and completing all training linked to their role's core competencies to reach a standard of nationally recognised occupational competence.

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

The post holder will be required to lawfully exercise with professional judgement the 'designated powers' of a 'policing support officer' as determined by the Police Reform Act 2002, and as authorised by the Chief Constable of Merseyside Police.

**4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

N/A

**(b) Supervision Received:**

Postholder will report directly to the Sergeant, Intelligence Development but will be expected to use their own initiative and work with the minimum of supervision.

(c) **Other Contacts:**

(i) **Within Merseyside Police:**

Daily contact with Police Officers and Staff of all ranks and grades, in order to exchange intelligence / information and to brief personnel as required, with an expectation to promote the FIB and encourage the submission of intelligence.

(ii) **Outside Merseyside Police:**

Regular contact with other Forces (including departments' equivalent to FIB), Regional Intelligence Units (RIU's) Regional Organised Crime Units (ROCU), National Crime Agency (NCA), any other relevant partner agency /organisation in order to share information and develop intelligence gaps.

**5. CONTEXT:**

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

The postholder will be based at the Operational Command Centre (OCC) Speke, Liverpool, L24 8DA. However, the postholder at any time during their employment can be required to report to and work from another station or police building, as directed by operational or departmental requirements.

The postholder must have a flexible approach to working and will be required to work within a duty rota, covering a six-week shift pattern which includes evening and weekend working, and covers the hours of 07:00 to 23:00.

To meet the principal accountabilities of the post, there will be a need for flexibility in this role. The postholder will be required to work a number of night shifts per year, as part of a rota system.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Work in accordance with National Intelligence Model (NIM) as a minimum standard in regard to adherence to processes and product templates.

The postholder should ensure that the working practices of the Department are in line with legislation covered by the Regulation of Investigatory Powers Act and Investigatory Powers Act (RIPA and IPA), European Convention of Human Rights, Health and Safety, Data Protection, Management of Police Information (MOPI), Employee Regulations and Discipline Codes.

Other legislation includes relevant Codes of Practice and Force Policy that are required for the role.

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

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

**Financial:** N/A

**Staff:** Nil

**Other:** Post holder will be expected to identify and proactively target Threat, harm and Risk and Organised Crime in order to sustain crime reduction.

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

The function provided by the role can be fast-paced, and priorities can change very quickly, so the postholder should be flexible, adaptable to change, and able to think critically and creatively to make decisions quickly and decisively, being able to articulate the justification for a decision.

The postholder should be confident dealing with and disseminating sometimes critical intelligence. The post holder is required to deal with staff and management at all levels of the organisation in the process of intelligence dissemination and does so as a representative of the FIB.

Developing intelligence gaps that others have interest in as part of an investigation or a wider assessment means that the post holder should be able to establish their position as part of a cohesive intelligence function and actively seek to communicate with other relevant parties, building and maintaining strong collaborative relationships and working practices with other teams across the department to work towards a common goal.

The postholder will be based at the OCC but may be required to work in other local policing areas when priority issues arise and will work on a night rota with minimum supervision.

The postholder must keep up to date with any development in the wider Intelligence community and remain current with changes in procedure and practices.

The postholder must take professional responsibility for being conversant with the force priorities and relevant emerging issues and trends, to support decision-making processes and to provide current and effective intelligence products to internal and external customers.

The postholder is responsible for their own development and for becoming a subject matter expert with the relevant knowledge to act as a positive advocate of intelligence, representing FIB and providing specialist advice and knowledge across the Force.

The postholder is responsible for becoming an IPP certified intelligence professional, and completing all training linked to their role's core competencies to reach a standard of nationally recognised occupational competence.

Ensuring that strict adherence to National and Force disclosure policies is in place at all times. This is to ensure that sensitive or personal information is not disseminated inappropriately and aims to minimise any Threat, Harm and Risk concerns.

The postholder must effectively and independently manage their workload, with the ability to respond to and manage a high level of demand, and work with minimal supervision, using their professional judgement to prioritise tasks.

## **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).

As with all roles in the Force Intelligence Bureau with access to sensitive information, the post holder should demonstrate integrity, confidentiality, and discretion at all times. Upholding confidentiality and integrity are essential, especially in terms of RIPA.

In house training will be provided where considered relevant and appropriate.

Possession of a full driving licence is desirable as the postholder will be required to work across the Force area to develop intelligence.

Postholder must be prepared to take a skills test to ensure they are suitable for the role prior to interview.

Postholder should lead by example, take responsibility for own development, attaining accreditation of IPP, behaving in line with the Code of Ethics and Force Purpose and Values.

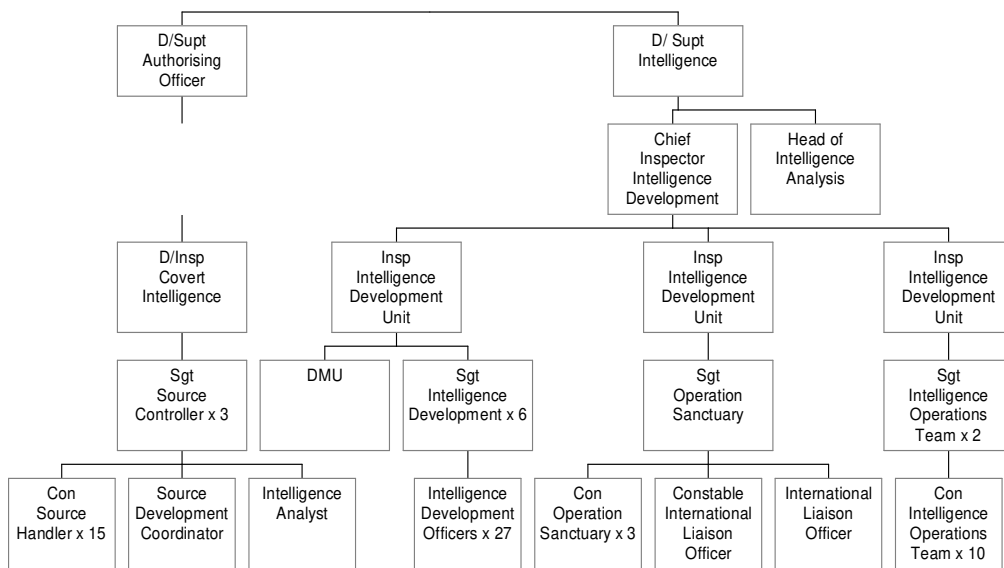
**9. VETTING LEVEL / POLITICALLY RESTRICTED :**

(What level of vetting is required for the post and is it classed as a politically restricted post).

Due to the nature of the role, the postholder will be subject of relevant security vetting prior to taking up the post.

**10. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**11. 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