



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

POA CATEGORY CODE:

DIRECTORATE: Investigation & Intelligence

STRAND/DEPT: Force Intelligence Bureau

FAU:

SECTION: Force Intelligence Desk

JOB TITLE: **INTELLIGENCE EVALUATOR**

REPORTS TO: Sergeant Force Intelligence Desk

CURRENT RANK/GRADE: **C**

DATE: July 2024

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

To ensure the effective evaluation, sanitisation, prioritisation, grading and dissemination of intelligence in accordance with the National Intelligence Model minimum standards. To complete intelligence evaluation with strict adherence to Data Protection Principles and ensure the Force's 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) and Regulation of Investigatory Powers Act 2000 (RIPA) legislation.

2. **PRINCIPAL ACCOUNTABILITIES:**

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

- a) Input, evaluate and disseminate intelligence reports from a variety of internal/external sources with the correct priority, grading, sanitisation, and necessary links in accordance with the Management of Police Information (MOPI), Data Protection Act 1998 (DPA) and principals of the European Convention of the Human Rights Act 1953 (ECHR).
- b) Make appropriate decisions to resolve issues concerning intelligence reports to prevent unnecessary further Niche re-work by the originator. Prevent delays during intelligence processing, and ensure intelligence is made available on the system at the earliest opportunity.

- c) Undertake responsibilities relating to information management and data quality on Niche. Ensure outside Force intelligence sharing and information security is in accordance with the Authorised Professional Practice (APP)
- d) Take responsibility to proactively resolve gaps found in incoming intelligence, ensuring that appropriate research and steps taken have been recorded, and that the appropriate person or team have been made aware.
- e) Evaluate intelligence correctly, flagging issues, and recording warnings to mitigate harm during operational activity thus ensuring officer safety and support operational decision making.
- f) Provide subject matter expert guidance and assistance regarding the intelligence evaluation process, to all levels in relation to submission requirements, source, provenance, grading intelligence and risk management.
- g) Quality assure all incoming intelligence, ensuring accuracy, completeness, and reliability of records. Identify any compliance issues. Ensure any deficiencies are appropriately rectified and accurately record source details and are suitable for court disclosure in an evidence chain.
- h) Manage the large number of records and repetitive nature of intelligence evaluation, considering the importance of ensuring that every intelligence report adheres to intelligence management guidelines and is handled correctly and the knowledge of the consequences if intelligence is not managed effectively.
- i) Contact the right colleagues at all levels to ensure intelligence discrepancies are rectified, provide feedback regarding intelligence issues, and ensure intelligence is disseminated to individuals and teams where it can be actioned effectively.
- j) 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?).

Educated to level 3 of the Qualifications & Credit Framework (QCF) equivalent and / or some experience of working in an research / intelligence / administrative support role.

To be fully conversant with the National Intelligence Model (NIM) & Government Protective Marking Scheme (GPMS) in order to ensure the integrity of protective markings on documents and the lawful and justified use and retention of intelligence.

Knowledge and awareness of legislation that effects the day-to-day workload and processes of the unit, including European Convention of Human Rights (ECHR), Data Protection Act (DPA), Criminal Procedures Investigation Act (CPIA), Regulation of Investigatory Powers Act (RIPA) and Management of Police Information (MOPI).

Be knowledgeable and competent in all relevant Force IT systems, including Niche PND, PNC, Delphi, Corvus etc.

To have an overview of procedures and ability to understand legislation and guidelines relating to disclosure.

Have knowledge of the Force Intelligence priorities, relevant emerging issues, and trends, to support your decision-making processes in order to provide intelligence products to internal and external customers

Ability to communicate effectively, both verbally and in writing, as well as possessing visual communication skills to be able to communicate with people and partners at all levels.

To have interpersonal skills with the ability to deal with people at all levels of the organisation and outside Forces, agencies, and partners in order to develop a two-way exchange of intelligence and information.

Postholder to be self-motivated, focussed, and able to use own initiative to plan and organise own workloads to meet the needs of their unit, Force Intelligence Bureau, and Force requirements.

Postholder is to be professionally responsible for becoming a subject matter expert, representing FIB positively 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.

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

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

Postholder reports directly to the Sergeant Force Intelligence Desk.

The postholder will be expected to use own initiative and work with a minimum of supervision.

(c) Other Contacts:

(i) Within Merseyside Police:

Daily contact with police officers and staff of all ranks and grades to exchange intelligence and to brief personnel as required with an expectation to promote FIB and encourage the submission of intelligence.

(ii) Outside Merseyside Police:

N/A

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 will work within the Merseyside Police flexi-time scheme, working Monday to Friday. However, to meet the principal accountabilities of the role, there will be a need for flexibility. On occasion the postholder will be expected to be flexible about working hours, depending on the business requirements, and will be required to participate in a duty rota system to ensure that core hours of the unit i.e. 07:00 – 19:00 are appropriately staffed

The postholder must ensure that a high quality of service is provided to all areas across Force.

Customers will include personnel from other Forces as well as those from outside agencies.

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

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

The postholder will ensure that the working practises of the department are in line with legislation covered by RIPA, ECHR, DPA, MOPI, and Health and Safety regulations.

Other legislation, Codes of Practice and Force Policy relevant to 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: N/A

Other: If intelligence is not researched in an accurate and timely fashion, this will have an impact on the efficiency and effectiveness of other areas in Force.

Failure to research accurately could lead to wasteful use of police resources and make the Force vulnerable to litigation.

The postholder will be a point of contact for internal and external customers and as such the advice and guidance given should be of a high quality that reflects well upon FIB and the Force.

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

The handling of intelligence must be completed accurately and in a timely manner. The postholder is expected to evaluate a number of logs per day, responding to priority intelligence and ensuring that the right people are made aware of incoming intelligence.

Colleagues must take professional responsibility for understanding the correct direction of intelligence, learning organisation structure, and understanding actionable intelligence.

The main challenge is handling the repetitive process of evaluating logs. The postholder must have a high level of concentration and be self-motivated.

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.

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).

The postholder will be required to undertake an assessment during recruitment to ensure they are appropriately skilled prior to being accepted into role.

The postholder will be required to attend training courses, shadowing others and being shadowed where necessary. The postholder will be expected continually to develop and enhance the role and processes within the department as part of a commitment to continuous improvement.

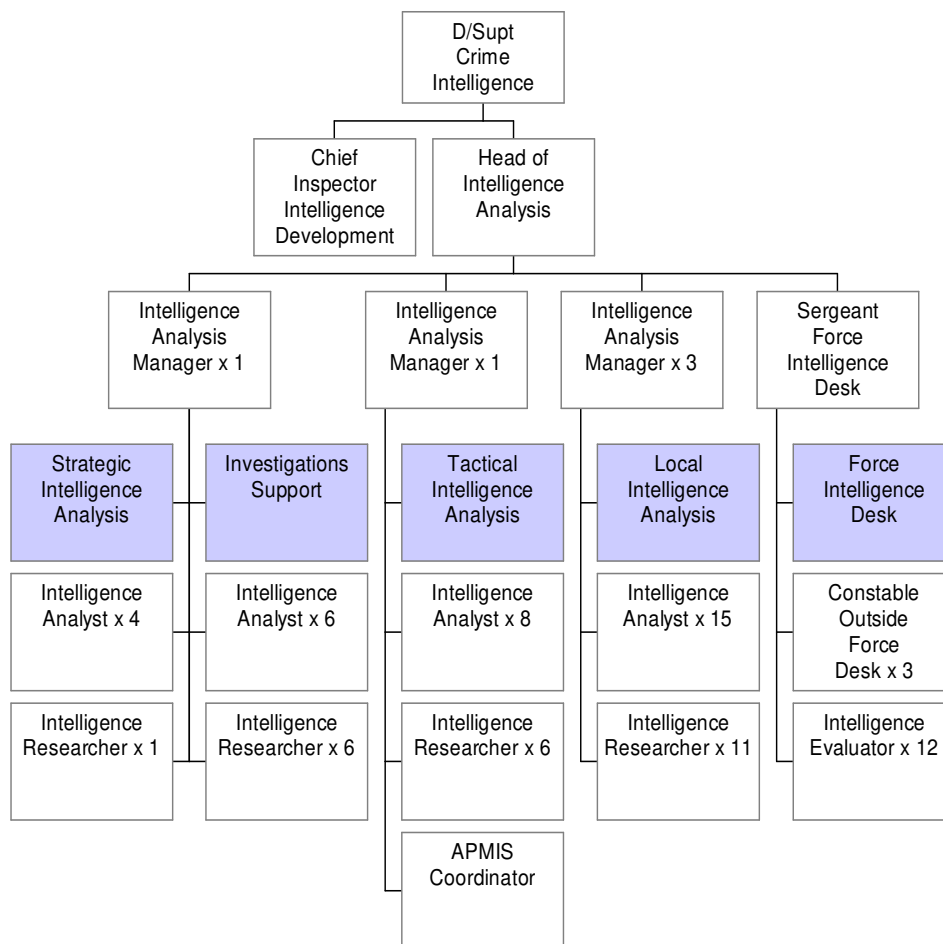
9. VETTING LEVEL / POLITICALLY RESTRICTED :

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

The postholder will be subjected to vetting checks to MV and SC level prior to commencing the role

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