

COUNTER TERRORISM POLICING NORTH WEST
ON BEHALF OF
GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Supervisor - Intelligence Management Unit
DEPARTMENT/DIVISION/BRANCH:	Counter Terrorism Policing North West (CTPNW)
SECTION/UNIT:	Intelligence Management Unit (IMU)
GRADE:	I
RESPONSIBLE TO:	Detective Inspector, CTPNW IMU
RESPONSIBLE FOR:	Intelligence Management Unit Assessors
AIM OF JOB:	<p>To work together to keep people safe from terrorism across the North West.</p> <p>Leading a team in the research, development, and investigation of intelligence, working in collaboration with partners to identify and mitigate risk and threat from terrorism or identified safeguarding concerns.</p> <p>To supervise staff ensuring the efficient, timely and effective receipt, assessment and management of information and intelligence in accordance with the National Standards of Intelligence Management.</p> <p>To deliver an outstanding service to build trust and confidence.</p>

MAIN DUTIES AND RESPONSIBILITIES

- Manage the development of intelligence in respect of complex investigations Intelligence Handling Model (IHM) leads and during Intelligence Enhancement and the management of Closed Subjects of Interest (CSOI). Identify opportunities and suggest tactics to address intelligence gaps and information requirements utilising a wide range of sources.
- Supervise the receipt and assessment of new information and intelligence from internal and external sources to identify and manage National Security 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).

- 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.
- Support the development of intelligence in line with national, regional and force control strategy intelligence requirements. Identify patterns, series, links, and trends, and encourage the principles of intelligence led policing including development of collection plans and briefing products.
- Ensure intelligence logs are correctly marked, evaluated, sanitized, 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.
- Manage nominals as directed either within investigation's, intelligence enhancement, or as a closed subject of interest following the closure of a priority investigation, as part of a Part 4 (Tact 2006) Order or a nominal subject to the Terrorist Prevention and Investigation Measures Act 2011 (TPIM).
- Perform duties in support of Fusion and Counter Terrorism Police Operations Room (CTPOR) during a major covert terrorist investigation, as set out in the Association of Chief Police Officers (ACPO) (TAM) Manual of Major Covert Terrorist Investigations and Fusion Manual.
- Where required perform the role of disclosure officer for the covert aspect of CTPNW Investigations.
- Deliver briefings and present intelligence to the Senior Leadership Team (SLT) members where necessary.
- Maintain an awareness of the local force and Basic Command Unit (BCU) intelligence requirements and tensions to understand how CT policing can support wider policing.
- Conduct intelligence reviews as an outside enquiry, including with people suspected of involvement in Counter Terrorism related activity.
- Direct and support intelligence gathering activities, ensuring compliance with all relevant legislation (Criminal Procedure and Investigations Act (CPIA), Regulation of Investigatory Powers Act (RIPA), Investigatory Powers Act (IPA), Human Rights Act (HRA) and according to national standards of good practice (i.e., Major Incident Room Standard Administration Procedure (MIRSAP), and NIM Guidance).
- Work in partnership with and form good working relationships with colleagues in other parts of the National CT network, other Forces, and external agencies. Maximising opportunities in evidential/intelligence procedures with agencies such as the Security Service, and United Kingdom Intelligence Community (UKIC).
- Liaise with police officers and police staff from Intelligence Management Units (IMU's), Force Intelligence Bureau (FIB), divisions/departments on Counter Terrorism related matters and give advice and support on how to deal with ongoing police incidents based on their assessment of CT threat, risk, and harm when necessary.
- Liaise closely with other intelligence sources and users both inside and outside the regions Forces e.g. Security Services, National Crime Agency (NCA), Her Majesty's Revenue and Customs (HMRC) and Local Authorities to jointly assess CT risk.
- Ensure compliance with the National Crime Recording Standard and minimum investigative requirements.
- Ensure operational activities are fully risk assessed and documented.
- To support other functions within the CTPNW as required.

- To take the lead on emerging thematic projects as directed.
- Provide supervision across the North West region for which CTPNW is responsible, as required, in times of need/demand.
- Identify and plan resourcing requirements considering operational need and value for money requirements.
- Allocate work to staff and supervise its progress and completion through a quality assurance and monitoring process. As part of this supervisory process ensure the quality and accuracy of information and intelligence to be disseminated from the unit.
- Supervise staff in a manner that reflects the force standards and expectations, managing staff development, performance, welfare and attendance as per the appropriate force policies and procedures. Ensure overtime, expense claims and annual leave is monitored and authorised where appropriate
- Provide supervision on a regional basis when required including on a rota basis, working evenings and nights when required.

General

- 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 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.
- To fully participate in GMP's your home force development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate policy and procedure.
- 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 Police 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. Including liaison with Force duty officers/Force Incident managers as and when required but especially during critical/major incidents.

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 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 Intranet.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across Policing. They also describe what all our staff and officers need to deliver in order to achieve CTPNW vision of, '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 **FIMU Supervisor** has been identified as: **A First Line 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 Management Unit Supervisor

CTPNW

Short-Listing Criteria	Essential/ Desirable (E/ D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Qualifications/Education</u>		
A good general standard of education.	E	AF/C
Complete the Intelligence Professionalisation Programme. *	D*	AF/C
Complete National Common Intelligence Application (NCIA) Assessors Course. *	D*	AF/C
<u>Experience</u>		
Effectively applies the National Standards of Intelligence Management when carrying out an investigation.	E	AF/I
Experience of leading an investigation	E	AF/I
Experience of liaising with partner agencies.	E	AF/I
Experience of making assessments and complex decisions with appropriate rationale.	E	AF/I
Experience of identifying and mitigating threat and risk.	E	AF/I
Experience of supervising individuals and a wider team. *	D*	AF/I
The ability to work effectively as a member of a multi-functional team and to be able to work on own initiative with minimum supervision, organising and prioritising your own workload.	E	AF/I
Keyboard and computer skills, including experience of inputting records, creating reports, retrieving information, researching databases, and using a variety of database applications.	E	AF/I
<u>Knowledge</u>		
Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.	E	I

Uses knowledge of law to good effect when obtaining evidence.	E	I
Knowledge of The Criminal Procedure and Investigations Act (CPIA) 1996 and the rules on disclosure.	E	I
Knowledge of the intelligence processes, and operational procedures in relation to the obtaining of information and intelligence.	E	I
Knowledge of the workings of the National Intelligence Model.	E	I
Knowledge of legislation relating to the gathering of intelligence e.g. Regulation of Investigatory Powers Act (RIPA) 2000 and Human Rights Act (HRA) 1998.	E	I
Knowledge of terrorism legislation. *	D*	AF/I
Knowledge of covert investigation techniques. *	D*	AF/I
Knowledge of intelligence IT systems. *	D*	AF
Knowledge of policy/procedure in relation to crime investigation. *	D*	AF
Willingness to attain and maintain a level of specialist knowledge regarding matters that poses a threat to national security. *	D*	AF/I
<u>Skills/Abilities</u>		
Investigative and structured interviewing skills.	D	AF/I
Evidence of an operational understanding of the diverse communities within the North West and an ability to evidence delivering a policing response informed by that understanding.	E	AF/I
Ability to use all aspects of Local Intelligence systems. *	D*	AF/I
<u>Other</u>		
Willing to learn new systems, procedures, methods and techniques and assist in their implementation, through CPD provided.	E	AF/I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	AF/E
Has achieved a good attendance record.	E	AF/E
As a condition of being appointed to this post an		

individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes. Be prepared to work a shift pattern. Willingness to work out of force, if required.	E E	AF/E AF/I AF
---	------------	----------------------------

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- 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 the relevant force 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.