



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

### POA CATEGORY CODE:

**DIRECTORATE:** Investigation & Intelligence

**STRAND/DEPT:** Force Intelligence Bureau

### FAU:

**SECTION:** Intelligence Analysis

**JOB TITLE:** **INTELLIGENCE RESEARCHER**

**REPORTS TO:** Intelligence Analysis Manager

**CURRENT RANK/GRADE:** **C**

**DATE:** July 2024

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

To conduct research of quantitative and qualitative data from a variety of internal and external sources, produce data sets, research products and briefings in support of strategic, tactical and operational departmental and force priorities.

### 2. **PRINCIPAL ACCOUNTABILITIES:**

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

- a) Liaise with Investigating Officers / Intelligence Analysts to clarify scope of research i.e. timescales, outcomes. Provide information on possible options to ensure best course of action.
- b) Research intelligence and information from various sources and actively problem solve, fill data gaps, and take ownership to find and exploit data opportunities.. Provide accurate data sets for the analyst to interrogate and analyse in production of an intelligence assessment and informed intelligence product, which will provide direction to FIB and the Force.
- c) Research and assimilate large volumes of data to identify hotspots, trends, crime series, victims or offenders of note linked to diverse types of criminality in line with Threat, Harm and Risk, by scanning, researching, and evaluating intelligence sources. Disseminate research and produce intelligence products to contribute to the management of emerging/current issues.

- d) Support the improvement of any data quality issues in relevant data held by Merseyside police, proactively resolving or referring errors identified during research to ensure all data held can be accessed easily and is accurate.
- e) Identify intelligence gaps, take responsibility to proactively resolve and develop any issue and ensure that the matter is recorded and has an audit trail, and the appropriate person has been made aware in order to direct Force resources for intelligence gathering activities. When necessary, develop and produce briefings to provide clear and focused information and to direct police officers and staff to fill gaps.
- f) Support intelligence gathering and collection, analysis, development, and dissemination functions in the event of a Crime in Action, major incident or in support of the exigencies of the service and as directed by supervision.
- g) Support analytical colleagues and thoroughly search all available sources. Make full use of the Force Intelligence systems to be able to prioritise relevant emerging issues and trends and make recommendations supported by clear rationale to provide appropriate intelligence products to customers.
- h) Input, evaluate and disseminate intelligence from any source, including self-generated material or information, 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 CAB where appropriate.
- i) Develop and maintain relationships with colleagues and partners as directed, such as liaising with Other Forces, Intelligence Development Teams, Analysis teams, customers in Local Policing Areas, officers requiring assistance in the event of Crime in Actions and Major incidents, and external agencies to support information sharing and collaborative working.
- j) Prepare and deliver research findings in writing or verbal presentations, as required both individually and in support of the Intelligence Analyst.
- 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?).

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

Be knowledgeable and competent in all relevant Force IT systems, including Niche, i2, PND, PNC, Delphi, Corvus, Chorus, Cy Comms, Northgate XD. Have working knowledge of analytical processes in order to understand the capability of all systems and how they can be used most efficiently and be able to provide advice and guidance to others on how to use them when required.

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 will be fully conversant with relevant legislation and practice, including the National Intelligence Model (NIM), Regulation of Investigatory Powers Act (RIPA 2000), European Convention of the Human Rights Act (ECHR 1953), Management of Police Information (MOPI 2005), Data Protection Act (DPA 2018), Criminal Procedures and Investigation Acts (CPIA 1996) and the Intelligence Professionalisation Programme (IPP).

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.

The postholder must work collaboratively and build and maintain working relationships both in the department, and outside of it with key partners to help develop a network of enablers to assist with time critical or complex problem solving.

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.

Postholder must 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.

Ability to assimilate and make sense of relevant information. This includes being able to identify potential risk, make links between information, identify patterns and trends, series, similarities, and discrepancies with information.

Able to demonstrate good innovation and problem-solving skills in order to develop and apply effective and appropriate research parameters for problems. To be able to apply these skills to problems which may be dynamic and/or where requirement is vague.

**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:**

The postholder will report directly to the Intelligence Analysis Manager.

The postholder will work alongside and receive direction and tasking from Intelligence Analysts and Intelligence Development Officers.

The postholder will be expected to use own initiative and work with minimum 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 FIB and encourage the submission of intelligence.

**(ii) Outside Merseyside Police:**

Regular contact with other Forces (including department's equivalent to FIB), NWROCU, NCA, outside agencies / organisations etc.

#### **5. CONTEXT:**

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

Must ensure that a high quality of service is provided to all Local Policing Areas / Department staff. Customers will include personnel from other Forces as well as those from outside agencies.

The four analytical teams in FIB are: Strategic Intelligence Analysis, Tactical Intelligence Analysis, Local Intelligence Analysis and Investigations Support.

There are multiple designated working areas across the Force for Analysis teams, of which the postholder will be aligned to one based in which team they are appointed. The postholder is expected to attend this location.

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

The postholder can be required at any time to work in any of the Analysis teams within the portfolio, as directed by operational or departmental requirements.

The postholder will work within the Merseyside Police flexi-time scheme, core hours from Monday to Friday between 07:00 – 19:00 but should have a flexible approach to working hours due to the unpredictable nature of the emergency services.

The role holder may be required to participate in a duty rota system to ensure that the core hours of the unit (07:00 – 19:00) are appropriately staffed.

- (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 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, Employee Regulations and Discipline Codes, C.I.P.A and IPA

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:** Nil

**Other:** If intelligence is not researched in an accurate and timely fashion, this will have an impact on the efficiency and effectiveness of departments and functions. Failure to research accurately could lead to wasteful use of police resources and make the Force vulnerable to litigation. The postholder will be the 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).

Researcher to be dynamic, innovative, and be readily available to respond to ever changing priorities.

Managing and understanding data is integral to the role, the postholder should be responsible for upskilling and understanding data manipulation and collation.

This is a developing role and the postholder should establish their position as part of a cohesive intelligence function and be able to respond to demand placed upon them at local/regional/national level and be cognisant of the National Intelligence Model as a minimum standard.

When completing intelligence evaluation, the handling of intelligence must be completed accurately and in a timely manner. The postholder is expected to evaluate, 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 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.

## 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 must maintain confidentiality and trust at all times and on all matters and may on occasions be required to deal with issues of a sensitive/confidential nature.

Must be able to travel between Local Policing Areas / Departments / Outside agencies as required.

The postholder may be requested to work additional hours if required for operational reasons as part of 24/7 emergency service.

Postholder will be required to undertake training as and when required.

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

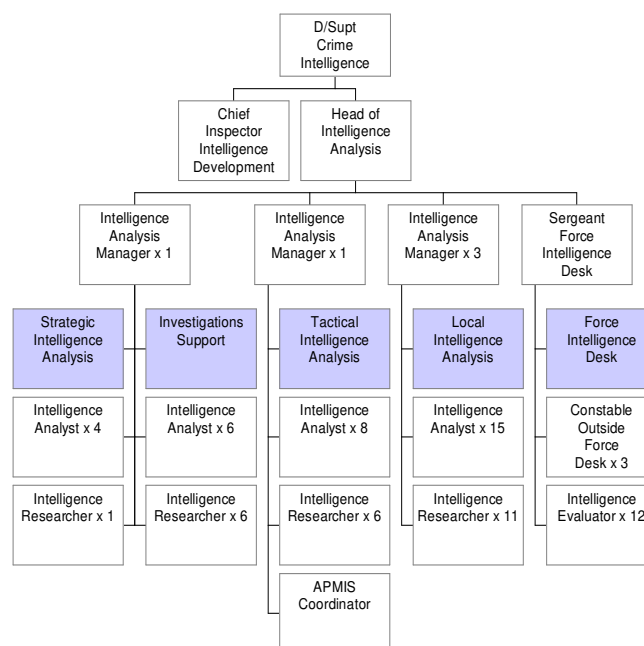
## 9. VETTING LEVEL / POLITICALLY RESTRICTED :

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

Postholder must be management vetted and may depending on where the postholder is located and responsibilities of role, be required to be subject to additional vetting checks.

## 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