



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

NWROCU (Regional Organised Crime Unit)

AREA/DEPT:

North West Region Sensitive Intelligence Unit

FAU:

SECTION:

LAWFUL INTERCEPT UNIT

JOB TITLE:

D.C. / P.C - INTERCEPTOR

REPORTS TO:

Detective Sergeant Regional Sensitive Intelligence Unit

CURRENT RANK/GRADE:

D.C. / P.C

DATE:

September 2020

1. JOB PURPOSE:

To be an integral part of the North West Regional Organised Crime Unit. (NWROCU) who's primary aim is the identification, disruption and dismantling of organised crime groups causing the most significant harm across the NW. This is achieved by providing specialist and operational support, research and direction on strategic, tactical and emerging issues. The NWROCU facilitates Regional Coordination and Tasking, which then informs and influences decisions allowing the effective deployment of resources. The promotion of collaborative working with key partner agencies and interoperability is necessary to achieve this.

The purpose of this role is to gather, develop, analyse and disseminate intelligence using sensitive sources and technology to support the proactive targeting of criminals and criminal organisations.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Gather, develop and disseminate intelligence using sensitive sources and technology to support proactive targeting of offenders and criminal organisations.
- b) Analyse sensitive intelligence product to identify wider dissemination opportunities liaising with SIOs as appropriate.
- c) Identify opportunities to utilise and gather sensitive intelligence on the priorities of NWROCU, NWROCU and the Regional Forces identifying gaps in knowledge and opportunities for filling those gaps.
- d) Monitor the handling of data obtained from sensitive sources and its usefulness to the SIO advising them of new investigative opportunities
- e) Ensure that the handling and use of sensitive intelligence is in accordance with legislation, policy and procedures ensuring that all practices are ethical and honest at all times
- f) To maintain sensitive intelligence files in accordance with the requirements of nationally agreed standards.

- g) Prepare applications for access to sensitive intelligence as required.
- h) Ensure, on a day-to-day basis, the security of information and sensitive intelligence.
- i) Maintain systems and processes ensuring that the handling and use of sensitive intelligence is in accordance with legislation, policy and procedures.
- j) Ensure that appropriate tradecraft is maintained according to the risks associated with the handling of sensitive intelligence and where necessary conduct risk assessments considering Health and Safety issues.
- k) Identify opportunities for conducting document reviews of concluded sensitive intelligence operations to ensure that good and bad practice issues can be identified for the benefit of future operations.
- l) Ensure that risk assessments are up to date and comprehensive.
- m) Report accurately, and in good time, information supplied by other agencies, to evaluate it dispassionately and ensure that dissemination of actionable intelligence only takes place in a safe form using the standard intelligence report.
- n) Effectively brief and debrief other Law Enforcement agencies.
- o) Record all information accurately ensuring intelligence logs are correctly evaluated and sanitised.
- p) Ensure use of covert equipment is at all times in accordance with Force procedures and legislation.
- q) Ensure, in conjunction with the Detective Sergeant / NPCC Ops managers, and NCA Grade 3 that risk assessments in relation to the gathering and use of sensitive intelligence are accurate and prepared reports are up to date and comprehensive.

3a. KNOWLEDGE AND EXPERIENCE:

- (a) Be fully conversant with the National Intelligence Model and have a knowledge of Organised Crime Group Mapping and be able to work within and add value to the framework it provides.
- (b) A thorough understanding of IPA/ECHR/CPIA and associated legislation relating to the management and development of intelligence products.
- (c) A sound knowledge of observation and surveillance techniques and attendant issues relating to disclosure and have experience of working in a sensitive or confidential environment.
- (d) Strong interpersonal skills supported by a high standard of communication skills, both verbal and written and should have a proven record of innovation and problem solving in an intelligence environment.
- (e) Sound investigative ability, and a knowledge of conducting continuous risk assessments in relation to sources.
- (f) Be able to manage large amounts of data and have the ability to drill down through the data and extract salient points exploring all alternatives before implementing action.
- (g) Be self motivated and have the ability to work under pressure, prioritising workloads and working to tight timescales within an ever changing environment.
- (h) A sound working knowledge of individual Force Intelligence Systems, including Open Source, and all available intelligence gathering systems both locally and nationally, and be in a position to understand their capability to ensure efficient process.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

No supervisory responsibilities.

b) Supervision Received:

The post holder will report directly to the Detective Sergeant.

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partner agencies and units within NW ROCU and NW Regional Forces to exchange intelligence / information where appropriate and brief personnel as required on intelligence and other relevant matters.

Outside NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with other forces and regions, other Law Enforcement Agencies including NCA where appropriate and brief personnel on intelligence products or other relevant matters when necessary.

5. CONTEXT:

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

The highest standard of professional service will be provided to all identified customers and partners and all work undertaken will be done in line with agreed parameters adhering to the National Intelligence Model. The post holder will ensure that all their working practices within the Regional Intelligence Unit (Sensitive Intelligence Unit) are also in line with current legislation, policy and procedure.

The postholder will be expected to work a shift pattern covering 6am to 10pm and including weekend working. It is essential that the post holder has a flexible approach to working long, unsociable hours when required, often at short notice.

(b) Framework and Boundaries:

Work in accordance with;
National Intelligence Model and Information Handling Process
OCGM processes.
Lifetime Offender Management
CU Operating Model
ROCU Standards
Section 57-59 IPA
Data Protection

The ability to travel on ROCU business is required and as such the possession of a full driving licence is essential.

6. DIMENSIONS:

Financial: N/A

Staff: N/A

Other: The National Intelligence Model is a business process designed to prioritise resources, identify and tackle crime, disorder and anti-social behaviour in order to sustain crime reduction and improve quality of life for all regional communities. The Strategic Aim of the Regional Intelligence Unit is to identify, disrupt and dismantle organised crime groups causing the most harm across the North West of England and North Wales.

7. JOB CHALLENGES

The post holder must market the Unit in a positive manner to all identified customers and partners. The role also requires the post holder to travel across the region and beyond and to be temporarily prepared to work at other locations to maximise opportunities and fulfil their role.

8. ADDITIONAL INFORMATION:

i) The Post Holder must maintain confidentiality and trust at all times and on all matters in dealing with issues of a sensitive and / or confidential nature.

ii) Post Holder must be prepared to be Management Vetted, SC security cleared (SC Enhanced) and STRAP briefed and may depending on where the Post Holder is located and responsibilities of role, be required to be subject to additional vetting checks. They must be Section 57-59 IPA briefed by appropriate agencies or be willing to complete briefings as required.