



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:	North West Regional Organised Crime Unit
AREA/DEPT:	Targeted Organised Exploitation (TOEX)
SECTION:	TOEX
JOB TITLE:	Intelligence Development Officer
REPORTS TO:	Intelligence Development Sergeant
CURRENT RANK/GRADE:	CONSTABLE
DATE:	February 2022

1. JOB PURPOSE:

Develops and evaluates intelligence; assessing threat, risk, harm, vulnerabilities and opportunities which exist and identifying gaps.

The Tackling Organised Exploitation Programme (TOEX) has been commissioned to contribute to a whole systems approach to improve the response to the 'exploitation of the vulnerable' within the current National Strategic Assessment of Serious and Organised Crime, developing a model that supports an enhanced intelligence picture to inform activity; operational tasking and coordination; and capability development.

This role will be based within one of the Regional Organised Crime Units (ROCU). These units form a critical part of the national policing network, provide a range of specialist policing capabilities to forces which help them to tackle serious and organised crime effectively. These capabilities include undercover policing, specialist surveillance, and cyber-crime investigation.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Gather, research and evaluate information to identify patterns and trends and to identify intelligence gaps. Interrogating databases, open and closed sources and enquiries of outside forces and agencies.

- b) Prepare and deliver intelligence products to clearly and accurately inform decision making and providing advice on tactical options; identifying suspects, linked crimes and operational policing opportunities
- c) Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role to ensure information and intelligence is handled and processed legally.
- d) Presenting evidence at court - As required present evidence at all levels of the judicial system in the most professional manner possible, including both verbal presentations and analytical evidence itself including exhibits.
- e) Establish and maintain networks with internal and/or external partners at all levels of seniority to ensure appropriate information sharing in support of a timely response and to achieve shared objectives.
- f) Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- g) Any other duties that are commensurate with the role and grade as requested by management

3(a) KNOWLEDGE AND EXPERIENCE:

Essential

- i. Experience of researching information from a variety of sources.
- ii. Experience of interrogating, maintaining and utilising data on a variety of Microsoft Applications and Specialised software related to extract, analyse and report on data.
- iii. Experience of preparing detailed reports and presenting information in a variety of formats.
- iv. Understanding/experience of the National Intelligence Model (NIM).
- v. Sound understanding of police policy and procedures relating to intelligence gathering and legislative frameworks such as the Regulation of Investigatory Powers Act, Police and Criminal Evidence Act, Criminal Procedure and Investigations Act, Proceeds of Crime Act, Management of Policy Information, Human rights Act, Data Protection Act and Freedom of Information Act.
- vi. Able to communicate with a range of stakeholders to provide information and intelligence and ensure understanding.

- vii. Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work, including developing own knowledge to increase effectiveness.
- viii. Able to break down a problem into component parts and determine appropriate action.
- ix. Good team working skills demonstrating awareness of individual differences and providing support as required.
- x. Able to appropriately prioritise and plan own work and travel throughout the UK when required

3(b) Desirable

- i. Experience of working in a police service environment or similar e.g. force intelligence bureau, operational support units, Customs & Excise, DHSS Fraud Investigators
- ii. College of Policing Intelligence Professionalisation Programme (IPP) Qualification (to complete within 12 months of appointment), and continued IPP compliance or willing to undertake College of Policing training programmes (Introduction to Intelligence and Introduction to Research).

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

The post holder will report directly to the Sergeant, TOEX.

(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 partners 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, Key Partner Agencies and

Community Safety Partners to exchange intelligence/information where appropriate and brief personnel on intelligence or other relevant matters.

5. CONTEXT:

(a) Operating Environment:

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 in line with the National Intelligence Model.

ROCU standard business hours are Monday to Friday 0800 – 1600Hrs, however, the postholder will need to be flexible to meet the needs of the business.

(b) Framework and Boundaries:

All work undertaken must conform to all legal requirements relevant to criminal investigations including RIPA, Human Rights Act, Proceeds of Crime Act 1995 and Health and Safety.

The Police and Criminal Evidence Act and Data Protection Act strictly govern the utilisation of the intelligence systems, in conjunction with MOPI and CPIA.

Police Regulations and the Discipline Code apply as well as Force and Regional policies.

(c) Organisation:

6. DIMENSIONS:

Financial: N/A

Staff: N/A

Other:

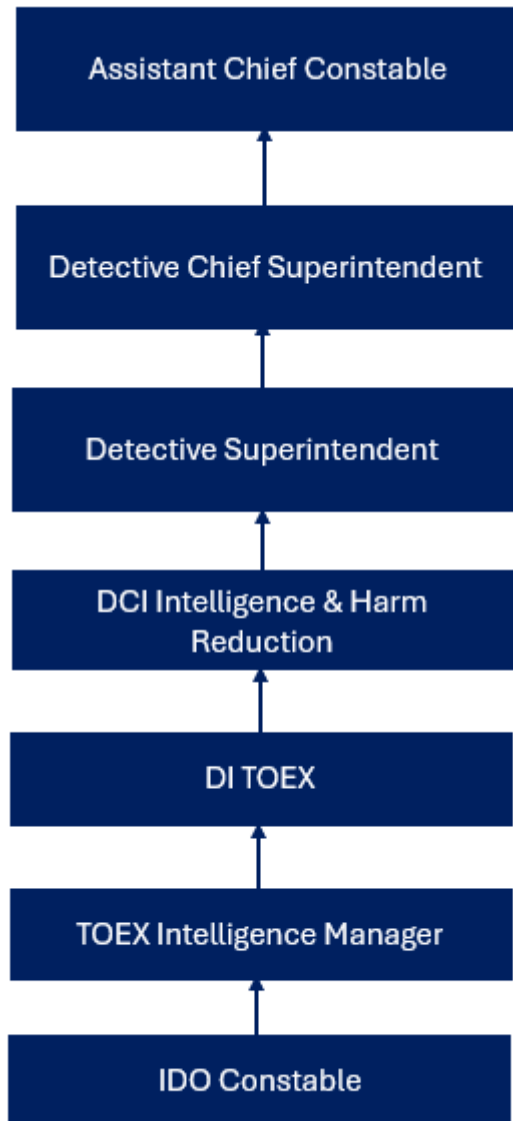
7. JOB CHALLENGES:

This is an evolving role nationally and as such the post holder must be flexible and absorb natural role changes, and assist to enhance and develop individuals within the team in order to improve the capability of the Unit as a whole.

8. ADDITIONAL INFORMATION:

The post holder must be cleared to MV and SC Enhanced Level and STRAP briefed.

9. ORGANISATIONAL STRUCTURE:



10. 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