



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

### HMI CATEGORY CODE:

**DIRECTORATE:** North West Regional Organised Crime Unit  
**AREA/DEPT:** Regional Economic Crime Unit  
**SECTION:** Economic Intelligence  
**JOB TITLE:** **ECONOMIC INTELLIGENCE  
DEVELOPMENT OFFICER**  
**REPORTS TO:** Detective Sergeant  
Economic Crime Team

**CURRENT RANK/GRADE:** D

**DATE:** November 2022

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

To identify, gather, proactively develop and disseminate information and sanitised intelligence with a focus on financial intelligence, including Suspicious Activity Reports (SARs), and wider intelligence sources in support of operational policing activities. To proactively target and develop identified intelligence gaps relating to both Threat, Harm and Risk and Serious and Organised Crime.

**2. PRINCIPAL ACCOUNTABILITIES:**

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

- a) Identify and assess information from multiple sources to highlight intelligence gaps and opportunities, supporting targeted activity against offenders, crime trends, and emerging threats.
- b) Input, evaluate and disseminate intelligence from any source in a timely manner onto intelligence systems to inform the intelligence picture enabling a response to Threat, Risk and Harm of any kind.

- c) Prepare and deliver timely and accurate intelligence products in order to direct and focus Police resources at tactical and strategic level. On occasion conduct time-critical research in response to developing incidents and crimes in action, in order to provide the most accurate intelligence picture to supervising officers.
- d) Develop intelligence packages for operational deployments to facilitate disruption and enforcement activity. This will include the role holder's attendance at Court to obtain Search Warrants, relevant court orders and the completion of covert applications (including Directed Surveillance Authorities). The role holder will also be required to deploy to a variety of external locations to enhance the organisations intelligence picture, thus furthering intelligence development.
- e) Seek to identify and refer potential Covert Human Intelligence Sources (CHIS) to enhance intelligence coverage.
- f) Have knowledge of the NWROCU intelligence priorities, relevant emerging issues and trends, to support your decision making process, in order to provide intelligence products to internal and external customers.
- g) Provide advice and guidance to officers and staff to enhance the quality of intelligence submissions concerning economic crime across the NWROCU and law enforcement partners.
- h) 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?).

It is essential to successfully complete the national Financial Intelligence Officer (FIO) accreditation programme and maintain accreditation through continuous professional development (CPD) required by the regulator (NCA). It is also essential to upskill when new powers are introduced relevant to this role.

To have a competent understanding of IPA and financial intelligence so that the authorisation of intelligence will withstand scrutiny.

The post holder must also complete online training (NCALT, Breeze) packages that are relevant to the role.

Knowledge of Direct Surveillance Authority and other legislation, such as MOPI, Data Protection Act, and European Convention on Human Rights is also required.

To have proven and effective written and oral communication skills, and to have evidence of effective interpersonal skills, including problem solving, through creative thought to be able to deliver informative products.

To have a high level of self-motivation and the ability to work under pressure and prioritise workload within an ever changing dynamic working environment.

To be able to work unsupervised and to be self-motivated and confident with a flexible approach, in order to respond to the process of change.

To be fully conversant with the National Intelligence Model (NIM) and its practices, to enable the fulfilment of the Force's intelligence objectives.

To have a proven ability on IT systems (including Police National Database (PND), Police National Computer (PNC), Niche, and Corvus), with knowledge of analytical processes and products, to enable the production of meaningful intelligence assessments.

The post holder should desirably have experience of NCA financial intelligence systems.

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

The post holder will be given 'designated' powers from the Chief Constable to enable them to apply for search warrants as part of intelligence development packages.

**4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

N/A

**(b) Supervision Received:**

The post holder will report directly to the Detective Sergeant Economic Crime Team, but will be expected to use their own initiative and work with minimum supervision.

**(c) Other Contacts:**

(i) ***Within North West Region:***

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 the ECT and encourage the submission of intelligence. The post holder will work in partnership with, and often directed by, Supervisors, Detectives, Accredited Financial Investigators and Intelligence Analysts, in order to target intelligence gaps

(ii) ***Outside North West Region:***

Regular contact is required with such bodies as: The 6 police forces in the North West – GMP, Lancashire, Merseyside, Cumbria, Cheshire and North Wales, National Crime Agency (NCA), Action Fraud, National Fraud Intelligence Bureau (NFIB), Dedicated Cheque and Plastic Card Unit (DCPCU), Insurance Fraud Department (IFED), Companies Investigation Branch (CIB), Solicitors Regulatory Authority (SRA), Serious Fraud Office (SFO), Financial Conduct Authority (FCA), Legal Services Commission (LSC), Charity Commission (CC), Business Innovation and Skills (BIS), Gambling Commission (GC), City of London Police (CoLP) Coordination Office and Financial Institutions.

Regular contact with Partners in the Department of Work and Pensions (DWP), HM Revenue & Customs (HMRC), Trading Standards, Immigration Department, HM Courts and Tribunals Services, HM Prisons, Probation, CPS, Home Office, non statutory agencies and other Police Forces with regard to investigations.

## **5. CONTEXT:**

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

The Economic Crime Team investigates complex proactive and reactive criminal and financial investigations, where necessary provides advice to other departments within the organisation, reviews and manages SARS. The post holder has responsibility for ensuring a service is provided in respect of NWROCU SARs data. The work is complex and diverse particularly in relation to compliance with the various legislation, which deals with the investigation into volume, cyber enabled and complex fraud.

The unit will operate Monday to Friday 0800 to 1600hrs within the Force flexitime scheme but post holder should have a flexible approach to working hours in order to meet the varied requirements of the post.

All post holders will be expected to display flexibility with regard to working hours as directed by operational / departmental requirements.

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

Work in accordance with National Intelligence Model.

The post holder will need to remain up to date with current case law, procedural rulings and developments across the field.

Compliance with Health & Safety and Human Rights legislation is required and with the NWROCU Diversity policies.

The post holder should ensure that the working practices of the Department are in line with legislation covered by the:

Investigatory Powers Act,  
Proceeds of Crime Act 2002  
European Convention of Human Rights,  
Health & Safety,  
The Data Protection Act 2018 & UK GDPR  
Criminal Procedure and Investigation Act  
Police and Criminal Evidence Act 1984  
Management of Police Information  
Employee Regulations and Discipline Codes.

Other legislation includes relevant Codes of Practice and Force Policy that are required for 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:** Post holders will be expected to identify and proactively target Threat, Harm and Risk and Serious and Organised crime in order to sustain crime reduction. To increase public confidence by working in partnership and in support of the NWROCU and Police force Areas, Departments and outside agencies, in order to create a safer North West region by tackling serious and organised crime

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

There is now a greater emphasis placed on taking the profit out of crime and the importance of financial investigation in the investigative process. The Proceeds of Crime Act 2002 provides great opportunities to assist in the fight against crime and in particular, the use of new powers to conduct financial investigations. The post holder will be a member of a dynamic investigation team, at the forefront of one of the main thrusts of the Government Asset Recovery Strategy.

This will be achieved through the identifying of criminally acquired wealth assisting the investigation of criminal assets, the recovery of criminally acquired money and the prevention of money laundering at an early stage to prevent future threat, harm and risk by organised crime groups, other criminals and those enabling criminality.

The post holder should establish their position as part of a cohesive intelligence function and Economic Crime Team being able to respond to demand placed upon them at local/regional/national level, quickly and positively.

The post holder will be required to assist the ECT with the management and dissemination of critical intelligence (including threat to life) based on Threat, Risk and Harm.

The post is crucial to driving the organisations proactive intelligence response to key threats that impact on our communities.

Become accredited as an intelligence professional by College of Policing and maintain Intelligence Professionalisation Portfolio (IPP).

Become accredited as a Financial Intelligence Officer (FIO) through the National Crime Agency (NCA) training programme.

**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).

Possess the appropriate level of integrity at all times.

Due to the nature of the role, the post holder will be subject relevant security vetting prior to taking up the post.

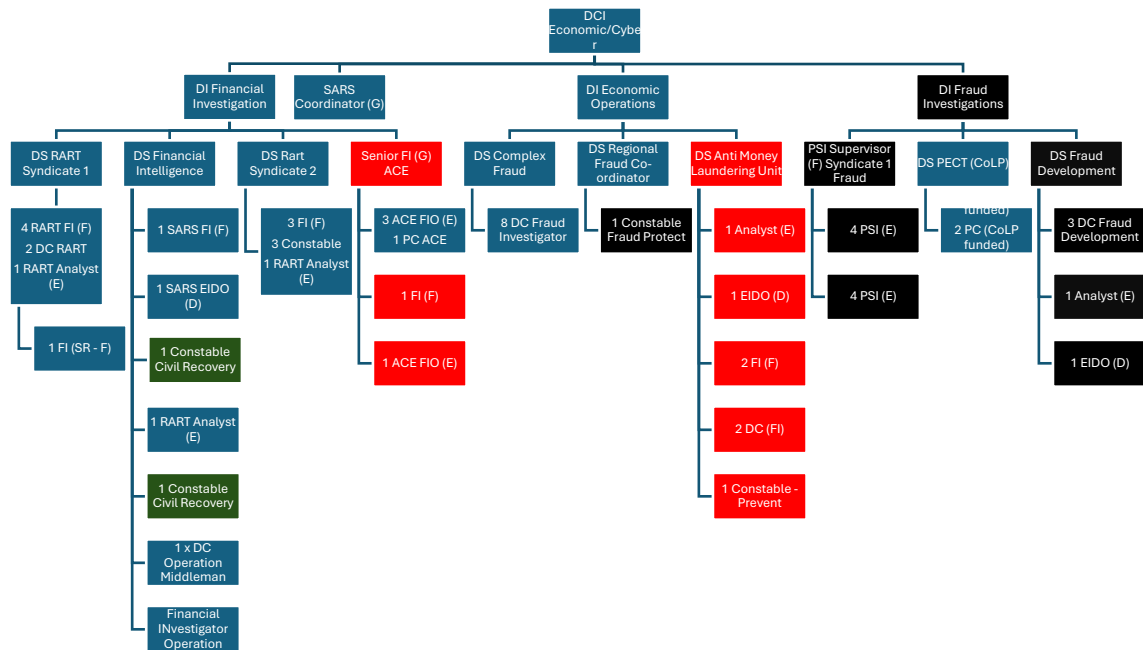
The post holder must maintain confidentiality and trust at all times and on all matters and may on occasions be required to deal with issues of a sensitive and/or confidential nature.

In house training will be provided where considered relevant and appropriate. Possession of a full driving licence is desirable as the post holder may be expected to work across the North West region to develop intelligence.

Post holder must be prepared to take a skills test to ensure they are suitable for the role prior to interview.

Post holder should lead by example, take responsibility for own development, attaining accreditation of IPP and FIO, behaving in line with the Code of Ethics and Force Purpose and Values.

## 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