



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: **FINANCIAL INTELLIGENCE
STUDENT PLACEMENT**

REPORTS TO: Detective Sergeant
Economic Crime Team

CURRENT RANK/GRADE: **B**

DATE: August 2024

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

To support the work of the Unit to assist in gathering and developing financial intelligence from a variety of sources, utilising investigative tools to assist with on-going investigations and operations carried out across the NWROCU which proactively target and develop identified intelligence gaps relating to Threat, Harm and Risk and Serious and Organised Crime.

2. PRINCIPAL ACCOUNTABILITIES:

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

- a) Undertake administrative duties ensuring that work is organised and presented to required standards and that priorities can be met within appropriate timescales.
- b) Provide support and undertake directed research to assist in the production of financial intelligence profiles to assist with on-going investigations.
- c) Summarise and present findings to other team members and supervision.
- d) Support colleagues to determine the best course of action to develop intelligence packages in line with legislation and policy.

- e) 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 some interest in Criminal Justice System / Economic Crime.

Ability to undertake directed research, critical thinking, support analysis and to assist in assessing and evaluating strength of information. Ability to set out logical arguments clearly.

Written and oral communication skills to be able to communicate clearly with people of all levels, adapting language and style as appropriate. (depending on the nature of the work, it may be necessary to attend court hearings to support evidence testimony).

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.

Proven IT skills including a working knowledge of Microsoft Office packages including Word and Excel.

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 post holder will report directly to the Detective Sergeant Economic Crime Team, however tasking, direction and instruction may be given by other members of the team who the postholder assists and supports i.e. Detectives, Financial Intelligence Officers, Accredited Financial Investigators and Intelligence Analysts.

(c) ***Other Contacts:***

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

Daily contact with Police officers and staff of all ranks and grades within the 6 police forces in the North West – GMP, Lancashire, Merseyside, Cumbria, Cheshire and North Wales, in order to exchange intelligence / information.

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

As and when required contact is required with such bodies as: 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.

As and when required 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 to give and receive information.

5. CONTEXT:

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

Postholder is an Intern in the Economic Crime Team. The Team exists to investigate complex, proactive and reactive criminal and financial investigations and where necessary provides advice to other departments within the organisation. 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 Post holder will work within the Force flexitime scheme.

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

Work in accordance with National Intelligence Model.

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

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 1998
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: N/A

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

Taking ownership of own development by regularly seeking and working on feedback given by supervisors and colleagues and engaging with two progress reviews with the hiring manager, placement student and a member of the students University staff

Must complete any work assignments / placement tasks assigned by the University.

Learning new skills and undertaking training.

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).

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

The post-holder will be required to obtain and maintain MV and SC vetting throughout their placement. Failure to maintain this will result in the placement being terminated.

In house training will be provided where considered relevant and appropriate.

Intern will be given the opportunity to gain a qualification as an accredited Financial Intelligence Officer (FIO) through the National Crime Agency (NCA) training programme.

The post holder must maintain the appropriate level of integrity 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.

Possession of a full driving licence is desirable as the post holder may be expected to work across the Northwest region. Must be able to travel across the region.

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.

This post is a one year fixed term paid internship post which benefits both the individual and NWROCU. The individual will gain practical work experience and NWROCU will benefit from the individuals fresh ideas and future recruitment potential.

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