



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: North West Regional Organised Crime Unit
DEPT/DIST: Gateway
SECTION:
JOB TITLE: Detective Inspector/Inspector
REPORTS TO: Detective Chief Inspector Regional Intelligence Unit
CURRENT RANK/GRADE: Detective Inspector
DATE: April 2021

1. JOB PURPOSE:

The role holder will be principally accountable for supporting the management of the Gateway (SPOE) process and for processing and receiving requests from the constituent forces and other law enforcement agencies (LEA) for access to NWROCU owned specialist capabilities. This will also involve the management of requests for inter capability assistance from within NWROCU. The DI/Insp will be a crucial link between North West forces, assessing gateway demand and supporting identified opportunities through an enhanced sensitive process.

2. PRINCIPAL ACCOUNTABILITIES:

- a. Manage the NWROCU Gateway process by ensuring that a clear process is in place to deal with daily demand through a Single Point of Entry. Ensuring that NWROCU demand is understood, captured and measured against a robust performance framework
- b. Must achieve a good understanding of NWROCU internal capabilities and those of partner agencies to deliver a joined up approach.
- c. Through a strict governance, identify opportunities in daily demand and through specific referrals, to enhance the tasks and align appropriate NWROCU covert assets, through a Covert Commissioning Service meeting (CCS)

- d. Ensure the effective management of Gateway staff, including the Detective Sergeant/Sergeant, researchers and analysts in delivering against the department's performance plan.
- e. Ensure that effective procedures are in place to comply with audit and inspection. Oversee and develop the relationship between the NWROCU, the constituent forces, partners and other LEA's.
- f. Manage and encourage relationships within the NWROCU for a more cohesive and effective inter capability working in order to achieve the best outcomes for forces and partners.
- g. Prioritise requests for assistance in line with LEA policies and as directed by the Regional Tasking and Coordination Group.
- h. Work with forces and partners in order to arrange the most appropriate tactical responses to meet their needs. Meet regularly with relevant individuals providing advice and guidance where possible.
- i. Manage the performance of the Gateway, implementing the appropriate monitoring systems to ensure that all performance is captured and measured. Quality assure the administrative procedures within the Unit and manage those systems in line with legislative requirements.
- j. Ensure the Gateway participates in continuous improvement initiatives. Arrange and manage operational debriefs to provide an opportunity for feedback and to share the knowledge and experience gained that could improve the output of working practices.
- k. Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- l. Ensure that staff are trained and that 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, including the Home Office Code of Practice on the Management of Police Information (MoPI).

3a. KNOWLEDGE AND EXPERIENCE:

- a. Must be qualified to the rank of Inspector or holding a substantive post of this rank. Must be PIP Level 2 accredited or PIP Level 1 on the basis that PIP Level 2 accreditation is achieved whilst on secondment. A proven track record as an investigator and ideally in a Covert SOC environment is desirable.
- b. Must have strong interpersonal skills supported by a high standard of communication skills, both verbal and written and a proven record of

innovation and problem solving. Have the ability to influence and secure support from internal stakeholders and external partners.

- c. Must have a sound knowledge of covert operational tactics, techniques, guidance and processes, including but not limited to, major incidents, critical incidents, threat to life, crimes in action and firearms processes.
- d. Must be able to build and maintain a strong team ethic and be a proven leader.
- e. Must have a thorough understanding of the Investigatory Powers Act 2016 / Regulation of Investigatory Powers Act 2000 / Police Act 1997 / ECHR / Criminal Procedure and Investigations Act 1996 and associated legislation relating to the management and development of intelligence products.
- f. Must be able to prioritise heavy workloads effectively and manage the provision of service to identified customers and partners.
- g. Must be self-motivated and the ability to work under pressure, dealing with large amounts of data and working to tight timescales within an ever changing environment.
- h. Experience in establishing effective Service Level Agreements, Standard Operating Procedures and Memorandums of Understanding.
- i. Knowledge of physical security processes, operational security and risk management.
- j. Preferably have experience in the management of targeted operations, PII and disclosure issues and have a knowledge of Level I surveillance operations and the use and deployment of undercover operatives and other covert techniques.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

The post holder will be responsible for the duties, conduct and performance of Police Officers (Detective Sergeant) and Police Staff within NWROCU Gateway Unit. This will involve the analysis of demand through a single point of entry and establishing opportunities to further enhance. This will require an attention to detail and to lead a team to deliver the objectives for the team.

b) Supervision Received:

The post holder will report directly to the Detective Chief Inspector Regional Intelligence Unit.

c) Other Contacts:

i) Within North West 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.

ii) Outside North West 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. The postholder will ensure that all personnel within the Gateway follow working practices in line with current legislation and policy.

The post holder will operate within normal business hours, Monday – Friday 8am-4pm, though will be expected to adopted flexibility within the role as necessary. A flexible approach to working long unsociable hours when required, often at short notice.

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 legislation.

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

Work in accordance with National Intelligence Model and Information Handling Process, OCGM Processes, Lifetime Offender Management, ROCU Standards and the Investigatory Powers Act 2016.

c) Organisation:

The post holder will be responsible for the supervision of the Detective Sergeants.

6. DIMENSIONS:

Financial: N/A

Staff: The post holder will be responsible for the supervision of the Detective Sergeants.

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 North West ROCU and the Serious and Organised Crime Strategy to identify, disrupt and dismantle organised crime groups causing the most harm across the North West of England, North Wales and support other activity under the 4Ps strategy

7. JOB CHALLENGES:

The Gateway will manage all demand received into the NWROCU via a Single Point of Entry (SPOE), to ensure there are effective and efficient management of this demand and to identify opportunities to enhance the intelligence yield via our the NWROCU capabilities.

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.

The postholder must manage competing customer requests and ensure the provision of a quality service from the team

8. ADDITIONAL INFORMATION:

The post holder must be cleared to SC/MV Enhanced Level and STRAP briefed. The post holder may be required to undergo a Developed Vetting if necessary.

The post holder is required to hold a full driving licence.