



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

HMI CATEGORY CODE:

AREA/DEPT: INTELLIGENCE AND HARM REDUCTION
SECTION: IHR
JOB TITLE: INTELLIGENCE DEVELOPMENT OFFICER
REPORTS TO: INTEL MANAGER
CURRENT RANK/GRADE: D
DATE:

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

To support of NWROCU ongoing investigations by identifying vulnerability and threat (including in the online space), exploring both existing and emerging threats and opportunities so that they can be targeted/exploited to pursue offenders and protect/safeguard victims in support of NWROCU's Prevent, Protect, Prepare and Pursue Strategic Principles. The post holder will also utilise opportunities for increased intelligence sharing between key internal and partners and agencies; capturing and sharing performance data; collating and sharing good practice and preparing evidential and intelligence packages in relation to offenders who utilise the online space to commit serious and organised criminality

2. PRINCIPAL ACCOUNTABILITIES:

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

- a. Act as the ROCU's point of contact for receipt of all intelligence and information.
- b. Examine, research and interpret data from a variety of sources including National Crime Agency, Local Forces, Key partners from multi-agency partnerships, Media, Police Systems and open-source

research to develop packages in order to better understand existing and emerging threats.

- c. Liaise with internal NWROCU colleagues in order to produce regular intelligence products in order to better inform the ROCU and its partners of the threat from online offending.
- d. Establish a working partnership within the ROCU to ensure accurate, National Intelligence Model compliant reporting and dissemination is practiced.
- e. Capture of all performance data to ensure accurate and timely reporting
- f. As tasked by the Intelligence Manager, receive, research, identify and develop new requests for tasking within the unit, producing a development package that can be considered for further operational work.
- g. Seek to develop opportunities with partners in Academia which will assist the unit and wider community in understanding the threat from the internet and gives innovative ways to deal with offenders and employ safeguarding needs.
- h. Provide intelligence-based advice, guidance and support to others within the NWROCU.
- i. Produce and deliver CPD presentations and training to the wider NWROCU Unit regarding threat and other criminality and where requested attend regional and force tasking meetings, workshops, and conferences in order to share and learn from best practice.
- j. Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974
- k. 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?).

To be fully conversant with the National Intelligence Model and Information Handling Processes (including 3x5x2 model) around handling and dissemination of sensitive or covert material/intelligence.

To be skilled in all relevant IT systems, Microsoft Office Products and have knowledge of analytical processes to be in a position to understand the capability of such systems to ensure efficient process.

Has a good understanding of the Internet in general, they should understand the benefits and risks associated with how social media is utilised by the public and the ability to use this knowledge to advance investigations.

Possess ability to prioritise and assess the development of intelligence during spontaneous operational deployments in line with Operational objectives and safety.

Ability to manage large amounts of data and have the ability to drill down through the data and extract salient points whilst being able to facilitate the presentation of complex data in a simple and understandable format.

To have a high level of interpersonal skills with the ability to deal with people at all levels in order to develop a two-way exchange of intelligence and information, build relationships, demonstrating a proven ability to explain in verbal, visual and written communication methods

Be self-motivated and able to use own initiative with the ability to plan and organise workload following direction from the Supervisory staff within the unit.

Can take ownership for resolving problems and displays a creative mind-set whilst working with minimum supervision.

Ability to be trained in overt/covert Open-Source Research through the approved course(s) if this level has not previously been attained.

The post holder will have an understanding of child protection issues and / or safeguarding.

Have an understanding of Regulation of Investigatory Powers Act (RIPA)2000, European Convention on Human Rights, Criminal Procedures and Investigation Act 1996; as well as associated legislation relating to the development of intelligence products and investigations; knowledge of Open Source National Police Chief Counsel (NPCC) Guidance and is familiar with the court environment and procedures including an awareness of the role of prosecuting lawyers and the requirement to present evidence in a clear, confident and ethical manner

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 Intelligence Manager (Deputy Operational Lead). Professional guidance and development will be undertaken by the Intelligence Manager

(c) Other Contacts:

(i) Within North West Region:

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 Region:

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. Also contact with members of the public may be required.

5. CONTEXT:

(a) Operating Environment: (Services provided, work patterns, who are the customers). Must ensure that a high quality of service is provided to all NW ROCU staff and customers. Customers will include personnel from other Forces, Regions, other Law Enforcement Agencies including

NCA, Key Partner Agencies. Key Stakeholders and Community Safety Partners

Post holder will work with the flexitime scheme but should have a flexible approach to working hours. There may also be a requirement to work at other locations within the Region or beyond.

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

Work in accordance with;

National Intelligence Model and Information Handling Procedures.
Organised Crime Group Mapping processes and 'MORiLE'
(Management of risk in law enforcement) risk prioritisation model.

Integrated Operating Model. ROCU Standards.

Investigatory Powers Act 2016

- (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: Nil

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

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 the capability of the Unit as a whole.

The postholder must market the NWROCU in a positive manner to all identified customers and partners and build successful inter unit working relationships with Force and NCA capabilities.

The post is challenging and will require the holder to constantly update and adapt their approach based on the requirements of the task.

The post holder will need to manage their time and priorities to cope with both scheduled and unscheduled events and tasks.

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).

The post holder is applying to work within the NWROCU, however upon acceptance Information Development Officer of the post holder should recognise that for operational continuity and resilience they may be asked on occasion to work within the other units with the NWROCU at different times. Therefore, different tasks will exist dependent upon where the individual is based at any time.

The Post Holder must maintain confidentiality and trust at all times and on all matters and will be required to deal with issues of a sensitive and / or confidential nature.

Post Holder must be SC and Management Vetted and may depending on where the Post Holder is located and responsibilities of role, be required to be subject to additional vetting and Section 19 RIPA briefings as required.

Whilst working in the NWROCU the post holder may view images and or other material which is indecent (including images of children) or in other ways offensive. All staff may be invited to attend regularly with a psychologist to ensure their wellbeing and welfare is monitored.

Possession of a full driving licence is desirable to allow travel as required.

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