JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:	
DIRECTORATE:	North West Regional Organised Crime Unit
AREA/DEPT:	**SENSITIVE INTELLIGENCE UNIT**
SECTION:	**REGIONAL SENSITIVE INTELLIGENCE UNIT**
JOB TITLE:	PRODUCT HANDLER
REPORTS TO:	**DETECTIVE SERGEANT – SIU**
CURRENT RANK/GRADE:	**GRADE E**
DATE:	**FEBRUARY 2023**

1. JOB PURPOSE:

To be an integral part of the North West Regional Organised Crime Unit.

The NW ROCU is responsible for identifying, disrupting and dismantling organised crime groups causing the most significant harm across the NW by providing specialist and operational support, research and direction on strategic, tactical and emerging issues. The NWROCU facilitates Regional Coordination and Tasking, which then informs and influences decisions allowing the effective deployment of resources. The promotion of collaborative working with Key Partner Agencies and interoperability is necessary to achieve this.

To take responsibility for the gathering, developing and analysing of sensitive intelligence in a secure environment from a broad spectrum of collections ranging from Local, Regional and National systems.

To disseminate intelligence and information products in a manner that will inform tactical and strategic decision making, whilst protecting the sources of the intelligence and complying strictly with all legislative constraints and requirements.

2. PRINCIPAL ACCOUNTABILITIES:

(a) Gather, develop and manage sensitive intelligence and data, including time sensitive information, from a variety of sources, in order to support the achievement of agreed objectives, ensuring that all intelligence is used ethically and in accordance with legislation, policy and standard operating procedures.

(b) Disseminate intelligence, unless there is an overriding reason not to do so, when required in the appropriate manner to operational teams, relevant organisations, departments and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care in accordance with legislation and standard operating procedures.

(c) Research and analyse all incoming intelligence utilising all available systems and provide detailed tactical updates for SIU supervision and for operational teams whilst maintaining the security and integrity of the intelligence and its source. Understand the sensitivity of sources and techniques. Understand the sensitivity of sources and techniques involved in intelligence gathering, and how intelligence can be parallelled for evidential purposes.

(d) Be proficient in the preparation of relevant authorities, including their review, renewal and cancellations.

(e) Work closely with operational teams (Senior Investigating Officers and Team Leaders) in arranging the most appropriate operational responses to incoming intelligence.

(f) Support the organised crime mapping process to provide a comprehensive picture of the threat from serious organised crime across the region.

(g) Record, store and assess the sensitivity and reliability of intelligence in accordance with the Information Handling Process in a way which is appropriate to its source, sensitivity and security classification (including categorisation and re-categorisation). Ensure all incoming confidential intelligence is documented in a timely fashion both correctly and concisely. Sanitise intelligence and recommend Form of Words for dissemination as required.

(h) To attend briefings and other meetings to provide intelligence related presentations where appropriate. Attend briefings with Prosecution Council as and when required, comply with disclosure requirements within Criminal Justice Liaison Team and CPIA.

(i) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security in accordance with the ACPO Guidance on the Management of Police Information in order to achieve compliance with the Statutory Code of Practice.

(j) Ensure the security of the Sensitive Intelligence Unit at all times and comply to its policies and standard operating procedures.

(k) To be responsible for developing your knowledge and improving your own performance by participating in the Performance Development Review (PDR) process with your manager.

(m) Proactively manage relationships with key stakeholders and be fully engaged with the NWROCU Regional Intelligence Unit. Working with others identify intelligence gaps as well as harm, threat and risk and present your findings to the relevant decision makers both within, and when relevant, outside of the NWROCU.

(n) Be accountable for all Health and Safety issues, to include 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.

3a. KNOWLEDGE AND EXPERIENCE:

(a) Be fully conversant with the National Intelligence Model and Organised Crime Group Mapping and be able to work within and add value to the framework it provides.

(b) Must have a thorough understanding of RIPA/ECHR/CPIA/IPA and associated legislation relating to the management and development of intelligence products.

(c) Has knowledge of intelligence development and covert operations.

(d) Must have strong interpersonal skills supported by a high standard of communication skills, both verbal and written and should have a proven record of innovation and problem solving in an intelligence environment.

(e) Experience of investigate ability.

(f) Must be able to manage large amounts of data and have the ability to drill down through the data and extract salient points.

(g) Must be self-motivated and have the ability to work under pressure, prioritising workloads and working to tight timescales within an ever-changing environment.

(h) Must have a sound working knowledge of individual Force Intelligence Systems, including Open Source, and all available intelligence gathering systems both locally and nationally, and be in a position to understand their capability to ensure efficient process.

(i) Must have a good attendance record.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

No supervisory responsibilities.

b) Supervision Received:

The post holder will report directly to the Detective Sergeant Regional Confidential Unit.

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 partner 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.

Also contact with members of the public may be required.

5. CONTEXT:

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

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 adhering to the National Intelligence model, policy and procedure and relevant legislation. Post holders will be required to participate in a duty rota system and provide 24/7 on call cover on a rota basis. They should have a flexible approach to both working long, unsociable hours when required and in difficult working environments, often at short notice. This post does not support 'remote working.'

(b) ***Framework and Boundaries*:**

National Intelligence Model, MOPI and OCGM.

Sensitive Intelligence Operating Model

Police Code of Ethics and standards

IPA 2016

RIPA 2000

Data Protection

The ability to travel on ROCU business is required and as such the possession of a full driving licence is essential.

6. DIMENSIONS:

Financial: N/A ***Staff:*** N/A
Other: e National Intelligence Model is a business process designed to prioritise resources, identify and tackle crime, disorder and anti-social behaviour. The Strategic Aim of the Regional Intelligence Unit is to identify, disrupt and dismantle OCG's involved in Serious Organised Crime across the North West of England and North Wales.

JOB CHALLENGES:

This is an evolving role and as such the post holder must be flexible and absorb natural role changes to enhance and develop the capability of the NWROCU Sensitive Intelligence Unit. The role may occasionally require the post holder to travel across the Northwest region and beyond to maximise opportunities and fulfil their role.

7. ADDITIONAL INFORMATION:

i) The Post Holder must maintain confidentiality and trust at all times and on all matters in dealing with issues of a sensitive and / or confidential nature.

ii)MV and SC vetting clearance is required for the role, where appropriate dependant on role responsibility within the Unit, DV vetting clearance may be required.

8. ORGANISATIONAL CHART:

