



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

### HMI CATEGORY CODE:

**DIRECTORATE:** North West Regional Organised Crime Unit

**AREA/DEPT:** Intelligence and Harm Reduction Portfolio

**SECTION:** Regional Technical Surveillance Unit (TSU)

**JOB TITLE:** **TEI MANAGER**

**REPORTS TO:** Head of TSU

**CURRENT RANK/GRADE:** **H**

**DATE:** November 2022

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

To manage the TEI Unit and act as a dedicated point of contact for Targeted Equipment Interface (TEI) in the North West region, responsible for understanding and acting as a link into capabilities held by forces, the local ROCU, other regions and national organisations.

This role will provide additional capacity and drive improvement of operational outcomes by answering more operational questions, faster, and within the bounds of the legislation.

**2. PRINCIPAL ACCOUNTABILITIES:**

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

- a) Manage the Technical Development Exploitation Capability (TDEC) at NWROCU including all officers and staff within the structure to oversee the delivery of an effective, efficient and comprehensive service to the North West Regional Forces and NWROCU, ensuring that national legislation is adhered to.

- b) Manage the Technical Development Exploitation Capability at NWROCU to ensure the delivery of a cost-effective service through use of resources, staying within monetary confines and ensuring compliance with relevant regulations, audit procedures and value for money principles.
- c) Manage the Unit's staff, which includes undertaking performance reviews, dealing with discipline and grievances, identifying training/development needs and any personnel related issues particularly welfare considerations for officers/staff engaged in covert operations and insertions for long periods.
- d) Act as the single point of contact for TEI *within* the region by:
- Identifying where TEI sits in the region (often this is spread across multiple teams in ROCUs and some capabilities sit in forces) and understanding and maintaining knowledge of those capabilities and what they can be used for. Thereby, act as an overarching link between teams that deliver TEI within the region.
  - Working alongside the region's gateway function to build and maintain relationships with forces with the ultimate aim of helping them deliver greater operational success through TEI.
- e) Act as the single point of contact for TEI with parties *outside* the region by:
- Developing strong relationships with TEI Regional Managers in other regions
  - Being the link into national organisations such the NCA and Partners.
- f) Collaborate with other TEI regional managers and stakeholders in national organisations to improve:
- Best practice and knowledge sharing
  - Capability sharing (including both accessing capabilities held by others, and providing access to any capability

held by the region on behalf of the network, once the required mechanisms are established) Understand and coordinate access to TEI capabilities that sits outside of the region.

- Coordination of the overall TEI network, to ensure effective harmonisation or de-confliction of TEI assets and cap dev, and create a sense of TEI community.
  - Enable a joined-up, collaborative approach to TEI capability development and secure delivery across the system
- g) Act as the driving force for successful implementation of the regional TEI minimum baseline in North West region. Accountability for demonstrating that the minimum baseline has been achieved will sit with the Regional Manager. The central team supporting implementation across all regions will lean into (but not line manage) Regional Managers to deliver a range of activities.
- h) Sustain the minimum baseline and act as the driving force for moving towards the TEI aspirational baseline in North West region in a timely manner. This will involve monitoring operational results to ensure continuous improvement and development.
- i) Work with Capability Management, Coordination and Equity Protection functions across the system to evolve the baseline requirements for the whole network to continually meet the operational outcomes required.
- j) Feed into relevant governance forums e.g. TSG to ensure that North West region is represented, and disseminate and implement relevant outputs across the region.
- k) Facilitate effective dissemination and implementation of relevant information / guidance from national organisations to the region, including forces. This will cover:
- Equity protection rules and guidance
  - Procurement rules and guidance
  - Standards

- Accountability for ensuring that any rules and guidance are implemented fully and strictly adhered to within North West region will sit with the Regional Manager.
- l) Ensure that relevant legislation and codes of practice is understood within the region including how it can benefit a range of different investigations (working closely with local CABs) and represent the region in conversations about changes to the legislation. Support the commissioning and tasking of TEI services for local and regional investigations, both from within the region and with other organisations
  - m) Provide assurance to national organisations and forums that legislation, codes of practice, standards, rules and guidance are complied with.
  - n) Attend / input into commissioning of covert services meetings to provide advice on which capabilities should be used for certain investigations and facilitate access to those capabilities, which may sit in another organisation. Deliver tactical advice regarding TEI capabilities to all relevant disciplines in order that an efficient and effective service is provided. Improve the effectiveness of spend by minimising duplication of capability development
  - o) Enable access to national organisations e.g. the NCA by acting as the singular gateway point and ensuring that the region meets the conditions of the service.
  - p) 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
  - q) 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)

### **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?).

Postholder should have a degree / Level 6 qualification and / or have extensive experience in the field together with a good understanding of operational context and understanding of where TEI can be applied.

A good understanding of relevant TEI technical investigative capability and a willingness to continually develop this knowledge through own research. Experience in covert investigation techniques and how to apply relevant covert legislation to the delivery of TEI capability, including the IPA 2016, Codes of Practice, RIPA2000, The Police Act 1997, and Computer Misuse Act and CPIA.

Ability to manage a Unit that delivers a regional service.

Knowledge of emerging technology, trends and how it impacts on TEI evidential and intelligence acquisition.

Strong interpersonal and communication skills, both verbal and written.

Ability to work under pressure, prioritising workloads and working to tight timescales within an ever changing environment.

A high degree of integrity is essential to ensure a courteous, diplomatic and assertive manner when dealing with stakeholders and customers both external and internal of the organisation.

The nature of investigations undertaken can be very fluid, evolving and demanding, therefore a high degree of flexibility and resilience is required from the post holder.

The role will be a full-time dedicated role based within the North West ROCU. Travel around the region and the UK may be required as dictated by operational demands.

Knowledge of the warrant application process for TEI activity and deployment of Equipment Interference for the purpose of obtaining communication, data or other information. Understanding of how the multiple methods of TEI techniques can be applied consistently, structured cohesively together, in line with national agreed operating models and legislation.

**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:*

The post holder will be responsible for the duties, conduct, welfare and performance of Police Officers and Staff within TEI Unit.

**(b) *Supervision Received:***

The post holder will report directly to the Head of Regional Technical Surveillance Unit.

**(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 ROCU constituent forces to exchange intelligence / information where appropriate and brief personnel as required on cases undertaken, best practice 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 regulated authorities.

Also contact with members of the public and the Judiciary will 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 in line with the National Intelligence Model. The postholder will ensure that all personnel within the TEI team follow working practices in line with current legislation, policy and procedure.

The post holder will work within Force Flexi Time scheme, but a flexible approach to both working long unsociable hours when required and in difficult working environments, often at short notice.  
The core business hours of the NWROCU are 0800-1600Hrs

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

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.

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, CU Operating Model, ROCU Standards and Section 19 RIPA.

Police Regulations and the Discipline Code apply as well as Force and Regional policies.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

TEI Sergeant

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:**

**Staff:** The post holder will be responsible for the duties, conduct and performance of TEI Sergeants.

The post holder will be responsible for the supervision of both Police Officers and Police Staff

**Other:**

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

The post holder must be flexible and absorb natural role changes, and assist to enhance and develop individuals within the Unit in order to improve the capability of the Unit as a whole.

**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).

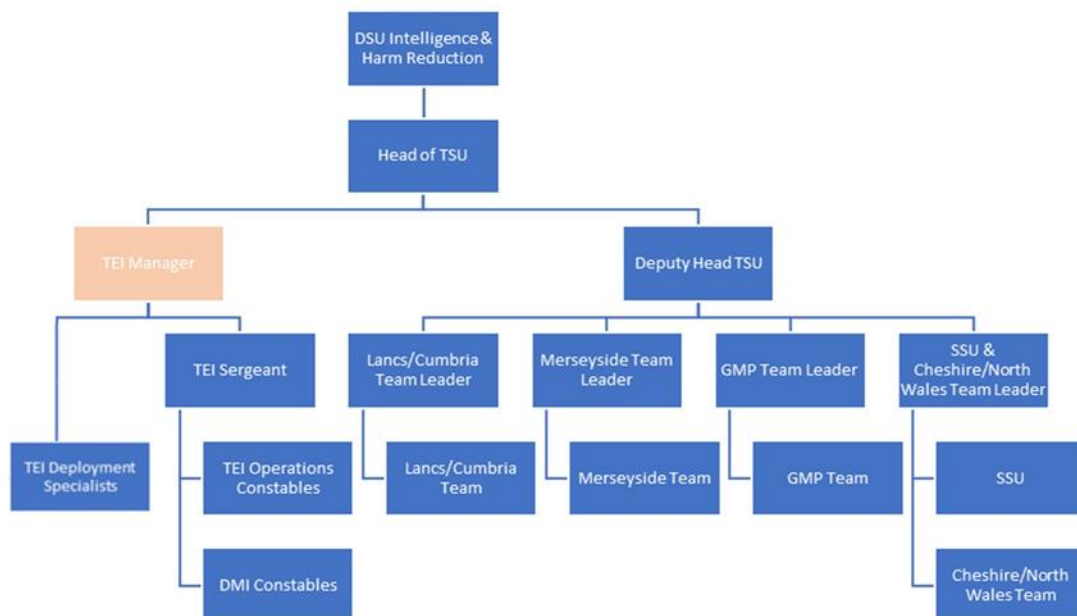
Post holder is required to maintain Developed Vetting (DV).

Prepared to travel throughout the UK.

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

Due to the nature of this post and access to sensitive techniques and intelligence, the post holder will be required to obtain a security clearance of DV and be STRAP inducted.

## 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