



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit (NWROCU)

AREA/DEPT: North West Region

FAU:

SECTION: NCA Intercept Suite

JOB TITLE: TI Segreant

REPORTS TO: Detective Inspector

CURRENT RANK/GRADE: DETECTIVE SERGEANT

DATE:

1. JOB PURPOSE:

Responsible for the management of NCA Liaison Officers within the unit. Ensuring that all sensitive intelligence is summarised and is ethically managed in accordance with legislation and standard operating procedures. To support Operational and External Intelligence partners by gathering, analysis, interpretation, development and dissemination of intelligence in furtherance of stated operational objectives.

2. PRINCIPAL ACCOUNTABILITIES:

1. To supervise and manage staff within the unit in terms of performance, development, workload and PDR, ensuring compliance with legislation and the Standard Operating Procedures of both NCA and the Regional Sensitive Intelligence Unit.
2. To attend relevant operational briefings and legislative hearings in support of stated objectives, providing advice and guidance to the Prosecuting Council.
3. To disseminate intelligence in the appropriate manner to Operational Teams, other relevant organisations, departments and individuals, whilst maintaining the required confidentiality, sensitivity and duty of care in accordance with legislation and Standard Operating Procedures.
4. To ensure the quality and security of intelligence used by both NCA and NPCC through the deployment of effective systems and procedures, including participation in regular case reviews.
5. To prepare and authorise accurate and timely intelligence logs and summaries using available intelligence systems. To ensure effective handovers to other liaison officers.
6. To take responsibility for the quality assurance and timely submission of all Regional applications for new operations, modifications, cancellations, and developments.

7. To use all available intelligence both in the UK and overseas, to identify intelligence and evidential opportunities in the North West area. To liaise with internal and external partners to develop and maximise all identified opportunities.
8. Responsible for the day to day administration and management functions of the department, completing relevant budgetary and performance data in line with the requirements of the department head.

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?).

- a) Previous experience of supervising serious and complex investigations.
- b) Previous experience of handling intelligence.
- c) Ability to make time critical, dynamic operations decisions and risk assessments in response to immediate events.
- d) Knowledge and basic ability to operate computerised systems.
- e) A basic knowledge and understanding of Investigatory Powers Act (IPA), European Convention of Human Rights (ECHR), and Data Protection.
- f) Ability to successfully pass the NCA Accreditation course
- g) Ability to successfully work within a multi agency environment.
- h) A basic knowledge of the workings of the National Intelligence Model and procedure relating to gathering and disseminating intelligence
- i) Has an understanding of the full range of covert investigation techniques, including the use of CHIS, undercover operatives and surveillance.
- j) Prepared to be flexible and work extended hours to suit the requirements of the department, sometimes at short notice.
- k) Prepared to work shifts, including weekends and Bank Holidays
- l) Must be prepared to travel daily and work in Warrington.
- m) Able to demonstrate high levels of personal responsibility and attention to detail.

Expertise in Role - After initial development - Level 2

- n) Detailed knowledge of TI led operations and demonstrates how this tactic can be utilised within current operations to disrupt and reduce Threat, Harm and Risk to communities.
- o) Detailed knowledge of Data Protection Act, Computer Misuse Act, Investigatory Powers Act and European Convention of Human Rights.
- p) Successfully attended and passed the NCA accreditation course.

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:*

Direct supervision of police officers and police staff within the department.

(b) *Supervision Received:*

The post holder will report directly to the Detective Inspector

(c) *Other Contacts:*

Within North West Region:

Region, Divisions & Departments (All ranks and support staff).

Outside North West Region:

NCA, Investigatory Powers Commissioner's Office, Other Police Forces and all other Agencies.

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 Unit follow working practices in line with current legislation, policy and procedure.

A flexible approach to both working long unsociable hours when required and in difficult working environments, often at short notice.

(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 IPA, 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.

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).

The post holder will be responsible for the supervision of Constables and Police Staff.

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

Financial: N/A

Staff: The post holder will be responsible for the duties, conduct and performance of a group of staff within the TI unit.

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

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

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 must be cleared to MV and SC Enhanced Level