



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

NWROCU (Regional Organised Crime Unit)

AREA/DEPT:

North West Region

FAU:

SECTION:

JOB TITLE:

INTELLIGENCE RESEARCHER

REPORTS TO:

Regional Intelligence Analyst

CURRENT RANK/GRADE:

GRADE C

DATE:

January 2014

1. JOB PURPOSE:

To provide an intelligence research capability as 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.

2. PRINCIPAL ACCOUNTABILITIES:

- a) In a timely manner interrogate and scan computerised intelligence systems and documentation to identify then evaluate and interpret intelligence / information from open and closed sources to provide a thorough and comprehensive documented collection plan and summary. Contribute to the production of intelligence documents/assessments and to the development of strategic and tactical intelligence.
- b) Provide meaningful research summaries utilising all analytical products and techniques in order to direct the allocation of resources on a National/Regional/Force Level through the Regional Intelligence Group and Regional Coordination and Tasking process and provide operational focus to the NW ROCU and NW RART. This will require an understanding of the National Intelligence Report including its grading (5x5x5+2), dissemination opportunities and the submissions of self-generated intelligence to the Intelligence system. Assess the sensitivity and reliability of received Intelligence in line with the Information Handling Process (including categorisation and re-categorisation of intelligence). Sanitise intelligence for tactical and/or strategic requirements into a form suitable for dissemination and request form of words. Format and collate data flowing through the NW ROCU. This research should assist in the identification of Organised Crime

Groups, nominals, linked offences and hot spots. Share knowledge on production of these summaries within and across organisations.

- c) Identify, research and present both verbally and in a written manner, data in relation to problems, patterns, trends or series of offences at Level 1, 2 or 3 where appropriate (including to parallel source sensitive intelligence), for further consideration or analysis by an Analyst.
- d) To be fully conversant with Organised Crime Group Mapping and its role in tackling serious and organised crime, be able to effectively manage and perform research functions on OCGM at a Regional level and support the mapping process at a National/Regional/Force level.
- e) Identify intelligence gaps during the production of research and present these gaps to staff within the NWROCU, other members of law enforcement or partner agencies, to enable further consideration regarding required activity or tactics.
- f) To support investigations, prepare and deliver research findings in the form of presentations as required, both individually and to support the Analyst or other staff to facilitate analytical documents. Look to develop new and innovative ways to report findings to support outcomes.
- g) Receive correspondence and provide an ongoing overview of emerging or current Force / Regional / National trends, threats or risks and disseminate to the relevant supervisor, customers or stakeholders.
- h) Gain an understanding and ability to use all IT systems, intelligence products and analytical tools and techniques available within the NW ROCU including PND in line with NIM, NWROCU and Force Policies
- i) Collate documentation for the Regional Co-ordination and Tasking group, Regional Intelligence Group meetings or Operational Briefings as requested by supervisory officers and assist to facilitate these or additional meetings or conferences and present at these meetings as required.
- j) Prepare statements of evidence for court and attend court as a witness if required to assist in the criminal justice process.
- k) Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the post and NW ROCU.
- l) Undertake all responsibilities relating to information management data quality, information sharing, intelligence and information security, audit and review including retention and deletion of data, in accordance with the ACPO Guidance on the Management of Police Information in order to achieve compliance with the Statutory Code of Practice. Record, store and manage intelligence in accordance with the Information Handling process in a way which is appropriate to its source, sensitivity and security classification. Report any unauthorised requests for information.
- m) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the post holder's areas of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3a. KNOWLEDGE AND EXPERIENCE:

To be fully conversant with the National Intelligence Model and Information Handling Processes (including 5x5x5+2 model) and its practices to be able to work in the NW ROCU

Requires knowledge of Open Source ACPO Guidance

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

To have an overview of how sensitive information is handled including legislation and policy on Information Handling, covert techniques and interception policies of agencies

Proven ability to explain in verbal and written communication results of research to both expert and non-expert audiences

To possess excellent visual communication skills in order to facilitate the presentation of complex data in a simple and understandable format

To have an understanding of Organised Crime Group Mapping and its role in tackling serious and organised crime at Force/Regional/National level

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

To have a high level of interpersonal skills with the ability to deal with people at all levels of the organisation and outside agencies in order to develop a two way exchange of intelligence and information and build relationships

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

3b. (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 the Regional Analyst unless NW ROCU Command Team direct otherwise and liaise daily over issues involving the action of intelligence highlighted, and responding to the priorities set at internal meetings or at the Tasking and Co-ordination Group Meeting.

The post holder will be expected to use own initiative, flexibility and work with minimum supervision.

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 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.

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)

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 Force 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.

Post holders will be required to participate in a duty rota system to ensure that core hours of the unit i.e. 7.00 - 19.00 are appropriately staffed.

(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
OCGM processes.
Lifetime Offender Management
Integrated Operating Model
ROCU Standards
Section 19 RIPA

The post holder should ensure that the working practices of the Unit are in line with legislation covered by the Regulation of Investigatory Powers Act, European Convention of Human Rights, Health & Safety, Data Protection, MOPI, Employee Regulations, Discipline Codes, Regional MOUs and Information Sharing agreements

(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: N/A

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 a challenging and demanding role within the NW ROCU in which in line with NIM the post holder must proactively analyse and present findings based on insightful, constructive and appropriate inferences and recommendations to 6 North West Forces, other Law Enforcement Agencies, Key Partner Agencies and beyond, on organised crime groups causing the most significant harm across the NW. In order to achieve this the post holder must be a good communicator, self motivated, innovative and be able to work as a team member in accordance with demands and ever changing priorities of the role. The role also requires the post holder to travel across the region and beyond and to be temporarily prepared to work at other locations to maximise opportunities and fulfil their role.

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 should be willing to work within all units of the NW ROCU upon acceptance of the post. The post holder should recognise that for operational continuity post holders may be asked to work within all units within the NW ROCU at different times. Therefore different tasks will exist dependant 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.

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

9. ORGANISATIONAL CHART

