

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Intelligence Management Officer
SCALE:	Scale 5
SUPERVISION AND CONTROL:	Intelligence Management - Manager
RESPONSIBLE FOR:	No direct subordinates
PLACE OF WORK:	North
HOURS OF WORK:	37

PURPOSE OF THE JOB:

To support the collection, development, evaluation and actioning of intelligence in line with Force priorities and in accordance to the National Intelligence Model (NIM). Management of the exchange of intelligence in and out of the organization.

To analyse, evaluate and research all intelligence and update NICHE (Police Records Management System) to ensure its compliance to guidelines and its accuracy for use.

To support and assist within the Proactive Crime and Intelligence Team in the identification and early tasking of intelligence to enable the effective deployment of operational resources.

MAIN RESPONSIBILITIES:

- 1 Input and link intelligence onto NICHE ensuring conformity to legislation and Force policy regarding the collection, recording, evaluation, sharing, review, retention and disposal of information held by Northamptonshire Police. Identifying Threat / Harm / Risk along with flagging unrecorded crimes identified within the intelligence submissions (as per Home Office counting rules and training from Force Crime Registrar) with immediate action. Communicating / challenging both Officers and Partnership Agencies in a persuasive and sensitive manner with a rationale around the review of what should and should not be recorded within their intelligence submission.
- 2 To read, evaluate, sanitise, task where required and disseminate intelligence, this includes the protection/integrity of covert intelligence within EMSOU and the Proactive Crime and Intelligence team structure.
- 3 Sanitise intelligence reports from members of the public for input onto Force systems.

- 4 Research of Force databases and other intelligence sources (including Crimestoppers and similar schemes) in line with intelligence requirements and collection plans.
- 5 To receive, research and respond to enquiries from external law enforcement and or partner agencies (including DWP, NCA, EMSOU, CEOP, HMRC, Trading Standards, Immigration & Local Authorities).
- 6 Support the use, management and maintenance of Proactive Crime and Intelligence systems and databases including their associated administration.
- 7 Conduct research and evaluate information to inform the intelligence function, contributing to the compilation of intelligence products and/or briefings to inform operational staff.
- 8 Assist in the production of accurate and easy to use documents that support the identification of threat, harm and risk issues to the Force tasking and co-ordinating process.
- 9 Prepare confidential reports from sensitive intelligence for use at Public Interest Immunity (PII) hearings or for disclosure to outside agencies.
- 10 Completion of any other intelligence related tasks as directed by the intelligence management team in support of departmental operations and priorities.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council.

The annual leave entitlement is 25 days with an additional 5 days after 3 years continuous service.

PERSON SPECIFICATION

INTELLIGENCE MANAGEMENT OFFICER

ESSENTIAL CRITERIA:

1. Substantive work-based experience to include excellent research skills and the ability to handle, collate and evaluate information.
2. Ability to take personal responsibility and ownership for outputs.
3. Self - motivated. Able to use own initiative with ability to work without close supervision in a fast paced, dynamic environment.
4. Ability to plan ahead, manage and prioritise a workload to meet deadlines. Able to work under pressure and produce accurate work.
5. Ability to work effectively as part of a team, fostering a culture of mutual support.
6. Excellent interpersonal skills with the ability to deal confidently, assertively and diplomatically with people at all levels. Be able to use logic and reasoning to influence and direct others.
7. Excellent communication skills, both written and verbal. The ability to write clearly and concisely and the ability to communicate with a variety of audiences.
8. A high level of computer literacy (including word processing, spreadsheets, databases, e-mail and internet).
9. Demonstrate an ability to be confidential and impartial.
10. Possession of a full driving licence and access to a vehicle. Demonstrate ability and willingness to travel throughout the Force for business purposes (reasonable adjustments considered under the Equality Act 2010).
11. Ability to observe and apply data standards and protocols, and to be familiar with relevant legislation pertaining to the role (in particular the Data Protection Act, Criminal Procedure and Investigations Act and Human Rights Act).
12. An awareness of equality / diversity appropriate to this role and a high level of personal integrity.

DESIRABLE CRITERIA

1. Experience of work in a similar environment.
2. Knowledge of specialist software (EG: PINS, NFLMS, BOF, PNC, PND)

3. Knowledge of Northamptonshire Police computer systems.
4. Good understanding of the National Intelligence Model including MoPI.

Do it! If you have an enquiring mind, you like to perform online research, you enjoy working alone or as a team, and you don't mind working shifts, it is a very rewarding role