



Constable – Operations Planning & Intelligence
Planning & Specialist Training
Joint Specialist Operations (Uniform)
Summary of Main Duties



Overall Purpose of the role: To support the Planning Supervisor in the planning and organising of the Force response to the policing of events and operations across the four unitary authorities of Humberside. Contributes towards maintaining productive and effective links with all Local Authority Partners and other relevant organisations, to assist in the delivery of increased public safety for local residents.

To provide information and intelligence to facilitate a balanced and appropriate response by police and partners during Force events.

Specific Roles/Tasks

Assists in the planning and organisation of a variety of policing events and operations; e.g. parades, public concerts, and sporting events, with the aim of ensuring public safety and enhancing the reputation of Humberside Police.

Produces operational orders in relation to policing operations with the intention of ensuring that such events are appropriately staffed with the minimum of disruption to the day to day policing of the Force.

Provides support to the Planning Supervisor and assists with the production of management information, undertaking appropriate research and completion of projects.

As directed, attends briefing for operations and events providing support to the officer in charge and maintaining a presence on the day of the event to work in a problem solving role having a clear overview of the operation and logistical requirements.

Facilitates debriefs of operations and events in order to improved systems and to provide an improved standard of service towards public safety within the Force area on behalf of Chief Officers.

Attends planning meetings with Safety Advisory Groups and other external partners with regard to public events, acting as the police representative as and when required.

Researches related and historical events to gather information and intelligence to inform the planning process.

Keeps up to date on current issues and shares good practice. Leads on the promotion of consistency and national standards.

Works closely with partner agencies to deliver effective event management, exchanging information / intelligence in line with Force policy.

Collects, evaluates, analyses and disseminates intelligence to inform the decision making process surrounding an event.

Accesses data and information from a variety of law enforcement and other sources and prepares reports on the same to inform the decision making process surrounding the event.

When directed, works as part of an event related intelligence cell.

Assists in the production and dissemination of briefing information on behalf of the Force and attends briefings as required.

Adheres to the requirements of the Data Protection Act 1984 and all Force policies.

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

Responsibility	Decision Making
<p>The post holder will be responsible for:-</p> <p>Ensuring that risks to each Force, Command and District which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p>	<p>Decision making will be within established policies and procedures, however the post holder will be expected to use initiative, discretion and judgment particularly in dealing with requests for resources for unplanned events.</p> <p>Guidance is readily available from the Planning Supervisor.</p>
<p>As a member of Joint Specialist Operations (Uniform) you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>	Additional Information
	<p>The post holder must be flexible to work outside of normal hours as and when necessary.</p>

NOT PROTECTIVELY MARKED

Reports to		Direct reports:	
Planning Supervisor		N/A	
Prepared by:- JSOU Review Team Date:- September 2015	Confirmed by:- Date:-		Received by:- Date:-

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Person Specification

Attainments/ Knowledge	Essential	<p>Is of the Rank of Constable and has successfully completed a 2 year probationary period.</p> <p>Has a sound understanding of the principles and methods associated with intelligence led policing</p> <p>Knowledge of ACPO 2005 guidance on the National Intelligence Model</p> <p>Knowledge of ACPO 2007 practical advice – introduction to intelligence led policing</p> <p>Knowledge of ACPO 2010 guidance on the management of police information, second edition</p> <p>Is computer literate and has an above average working knowledge of PNC and Force CIS facilities. Is aware of Data Protection issues and implications in respect of the use of data by Humberside Police.</p> <p>Has a working knowledge of all intelligence related systems.</p>
	Desirable	<p>Knowledge of ACPO 2009 guidance on the lawful and effective use of cover techniques</p> <p>Knowledge of CPS 2010 Guidance on football related offences</p>
Experience	Essential	<p>Experience of working in a secure confidential environment.</p> <p>Relevant experience working in a busy office environment.</p> <p>Experience undertaking research/ intelligence work.</p> <p>Working in a secure confidential environment.</p>
	Desirable	<p>Experience of working in intelligence led policing environments.</p> <p>Possesses a general understanding of the role and work undertaken by the Planning function.</p>
Skills/ Specialisms	Essential	<p>Sound understanding of the principles and methods associated with intelligence management, information management and covert policing. Ability to interrogate Force systems to develop intelligence products. Ability to develop subject profiles.</p> <p>Is able to write clear, concise and well balanced reports.</p> <p>Good verbal communication skills with the ability to deliver briefings to others in an concise and effective manner</p>

	Desirable	
Decision Making/ Problem Solving/ Planning	Essential	Has the ability to make decisions in the absence of supervision. Acts positively in the face of challenging circumstances. Contributes to shared decisions. Has the ability to identify problems and use professional judgement to generate options and suggestions for action and solutions.
	Desirable	
Practical Effectiveness	Essential	Demonstrates initiative and resourcefulness, is able to take appropriate action to ensure directives are put into effect. Is able to collate and analyse large amounts of information, is alert and has an enquiring/analytical mind, with an ability to see beyond the obvious. Remains calm under pressure. Is capable of considering the wider dimensions and implications of situations
	Desirable	Has had practical experience in the investigative field.
Citizen Focus		A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.