

 <p><b>HR Services</b> putting people first</p>	<h2 style="text-align: center;">HUMBERSIDE POLICE</h2> <h3 style="text-align: center;">Role Requirement</h3>	
<b>Position Title:</b> Intelligence	<b>Grade:</b> Inspector	<b>Vetting Level:</b> MV
<p><b>Overall Purpose of the role:</b> To manage the Intelligence Unit and to promote the efficient and effective use of operational information and intelligence throughout the force. To deputise for the Chief Inspector – Intelligence when appropriate.</p> <p>To ensure that the Intelligence Unit runs in an effective, efficient, lawful and ethical</p>		
<h3 style="text-align: center;">Main Tasks</h3>		
<ol style="list-style-type: none"> <li>1. Manages staff within the Intelligence Unit (Command Support &amp; Triage sections) ensuring that their developmental, training and welfare needs are met.</li> <li>2. Promotes best practice with regard to the use of the National Intelligence Model and intelligence management.</li> <li>3. Assesses the potential of requests for preliminary intelligence development utilising Intelligence staff and allocates resources accordingly.</li> <li>4. Manages the focussed and structured development of intelligence ensuring that all avenues are explored and that work is assessed for value against the Force Control Strategy and the principles of Threat, Harm and Risk.</li> <li>5. Provides advice on intelligence techniques to support operational initiatives ensuring a full range of tactics are considered</li> <li>6. Liaise with the Serious and Organised Crime Unit DCI &amp; DI regarding the development of serious crime investigations and OCG development.</li> <li>7. Liaises with the Director of Intelligence to advise on intelligence matters and to identify current and future requirements for intelligence support.</li> <li>8. Receives information on serious crime and travelling criminals, deciding further action to be undertaken and/or the degree to which the information and intelligence is to be disseminated both within and beyond the Force.</li> <li>9. Maintains information/intelligence systems and ensures that the best use is made of developments in both information technology and information/intelligence handling systems to support operational requirements.</li> <li>10. Acts as 'Master Supervisor' for the force intelligence system. Restricts access levels as appropriate.</li> <li>11. Is the designated force International Liaison Officer and conducts and oversees enquiries on behalf of Interpol, ensuring that all correspondence and case paperwork is</li> </ol>		

completed to a high standard.

12. Possesses a sound knowledge of and applies the principles of the Management of Police Information (MOPI), National Intelligence Model (NIM) and Data Protection Act (DPA).
13. Completes and reviews policy documents. Assesses the implication of new legislation and best practice and its impact upon the unit and the force.
14. Is responsible for the management of the Intelligence Unit website.
15. Performs such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### Responsibility

Management of the Intelligence Unit staff and resources, and for promoting the effective management of information and intelligence throughout the force.

Management of all sensitive intelligence received in the Intelligence Unit with a handling code of 4 & 5 and ensures that such intelligence is subject to regular review.

Best practice with regard to organised crime group mapping and assisting and advising operational staff were necessary

Maintaining a sound level of knowledge of NIM, MOPI and Information Sharing Agreements

Ensuring that risks to the Force, BCU/Branch 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;

Responsible for using the NDM and THRIVE model in all actions undertaken.

Post holder will be required to undertake the role of green room manager.

As a member of Humberside Police 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.

### Decision Making

Makes decisions on a daily basis in respect of the management of the Intelligence Unit within the parameters set by the Director of Intelligence and in line with force policy.

Reports To:		Direct reports:	
Chief Inspector - Intelligence		Sergeant – Intelligence	
<b>Date Approved by Manager / HR Manager:-</b> Specialist Command Review Team	<b>Date WFP Approved –</b>	<b>Confirmed by post holder</b> <b>Signature</b> <b>Print Name</b> <b>Date:-</b>	

## Person Specification

<b>Attainments/ Knowledge</b>	<b>Essential</b>	Is of the rank of Inspector <b>or</b> is in the promotion pool and is eligible to be promoted. Is computer literate and has a working knowledge of the PNC and force CIS facilities. Has a sound working knowledge NIM and MOPI
	<b>Desirable</b>	Is an experienced detective and has successfully completed the ICIDP course or equivalent. Has knowledge of the uses of analysis in intelligence work. Possesses an understanding of the legal and procedural issues operationally relevant to the post.
<b>Experience</b>	<b>Essential</b>	
	<b>Desirable</b>	
<b>Skills/ Specialisms</b>	<b>Essential</b>	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. Is able to identify and respond to peoples needs for professional and other support. Has the ability to motivate officers under his command. Is sensitive to the wishes and views of others and is able to display tact and diplomacy. Has the ability to inspire confidence and respect. Is able to communicate clearly and concisely both orally and in writing, bearing the needs of the recipient in mind. Is concise and well balanced in writing and presentation of reports. Displays justified confidence in own abilities. Remains calm under pressure, is forward thinking, creative and innovative, is capable of considering the wider dimensions and implications of situations, responds positively to change and is receptive to new ideas. Is friendly and approachable whilst maintaining discipline and respect. Acknowledges own mistakes and takes responsibility for them.
	<b>Desirable</b>	Is able to deliver presentations to both police and non-police organisations. Has experience in a supervisory/ managerial capacity relating to complex crime enquires. Observes people and behaviour unobtrusively, noting unusual behaviour, events and circumstances, obtaining information to aid decisions. Is aware of and is able to recognise the symptoms and causes of stress in oneself and others take appropriate steps to assist others to eliminate the cause. Recognises strengths and weaknesses in oneself and others and instigates development where necessary.
<b>Decision Making/ Problem Solving/ Planning</b>	<b>Essential</b>	Prioritises tasks to make the most efficient and effective use of resources. Encourages contributions to share decisions. Has the ability to identify problems and use professional judgement to generate options and suggestions for action and solutions.
	<b>Desirable</b>	
<b>Codes of Ethics</b>		Code of Ethics 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 both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
<b>Respect for Race &amp; Diversity</b>		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. Appreciates 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 and is sensitive to social, cultural and racial differences.
<b>This role requirement is a management document and therefore subject to change</b>		

