

## Intelligence Support Officer

District/Department	SCS	Rank/Grade	Band C
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<b>Role purpose:</b>	This role provides administrative support to the Intelligence Unit, including data inputting and retrieval, creation of briefings, maintaining records management systems and completing research and development of intelligence, using various methods of open and closed source research, in accordance with Force policy.
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Key Accountabilities:	
Maintain full awareness of Force and District priorities and how Intelligence contributes to their achievement	
Maintain liaison with key stakeholders both internal and external to the Force in terms of intelligence	
Liaise with Force Intelligence, outside partner agencies and other District Intelligence staff	
Develop partnership links for intelligence dissemination	
Collect and process data using I.T. software	
Evaluate, Risk Assess and Index National Intelligence Reports according to Force Policy and disseminate to appropriate persons/departments for action	
Conduct Open and Closed Source Research in accordance with Force policy	
Create and maintain databases including record management systems	
Produce bulletins, briefings and information sheets for appropriate dissemination	
Attend meetings as required, record and allocate any tasks as necessary	
Contribute towards the gathering of intelligence utilising covert and overt methods.	
Review data quality and identify duplicate records	
General administrative duties	
Supervise the allocation, direction and result of intelligence actions/ action packages	

### Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

#### Competency

#### CVF Level

**Level 1 – Practitioner**

**Level 2 – Supervisor/Middle Manager**

**Level 3 – Senior Manager/Executive**

We are emotionally aware

Level 1

We take ownership

Level 1

We are collaborative

Level 1

We deliver, support and inspire

Level 1

We analyse critically

Level 1

We are innovative and open-minded

Level 1

#### Core values for ALL employees:

Integrity

Public Service

Impartiality

Transparency

### Experience, Education and Skills: *Ideally between 4 and 6 of each*

#### Essential:

Experience of working with sensitive information, and dealing with and maintaining confidentiality

Previous work experience in intelligence/information collection, analysis, research and action

Proficient in Microsoft Word, Excel and other packages which enable data manipulation, formulae, charts and functions

Excellent communication skills both written and oral

#### Desirable:

Work experience and knowledge of RIPA 2000 and support the ACPO guidance on the Lawful and Effective Use of Covert Techniques

Experience of gathering, disseminating and evaluating Intelligence