

Intelligence Support Officer

District/Department	SCS Intelligence & Local Intelligence Cells	Rank/Grade	Band C
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Role purpose:	To support the functioning of the Intelligence Cell (Force or Local) Complete reports, briefing items and other intelligence products such as subject profiles and intelligence requirements.
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Summary of Main Duties:

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 (Single Point of Entry- SPoE) , 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 Police Intelligence Reports (PIRs) 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

<https://profdev.college.police.uk/competency-values/>

CVF Level

Level 1 – Practitioner

Level 2 – Supervisor/Middle Manager

	Level 3 – Senior Manager/Executive
We are emotionally aware	<p>Level 1</p> <p>I treat others with respect, tolerance and compassion.</p> <p>I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.</p> <p>I remain calm and think about how to best manage the situation when faced with provocation.</p> <p>I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.</p> <p>I ask for help and support when I need it.</p> <p>I understand the value that diversity offers.</p> <p>I communicate in clear and simple language so that I can be easily understood by others.</p> <p>I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</p>
We take ownership	<p>Level 1</p> <p>I actively identify and respond to problems.</p> <p>I approach tasks with enthusiasm, focusing on public service excellence.</p> <p>I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</p> <p>I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.</p> <p>I give feedback to others that I make sure is understandable and constructive.</p> <p>I take responsibility for my own actions, I fulfil my promises and do what I say I will.</p> <p>I will admit if I have made a mistake and take action to rectify this.</p> <p>I demonstrate pride in representing the police service.</p> <p>I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</p>
We are collaborative	<p>Level 1</p> <p>I work cooperatively with others to get things done, willingly giving help and support to colleagues.</p> <p>I am approachable, and explain things well so that I generate a common understanding.</p> <p>I take the time to get to know others and their perspective in order to build rapport.</p> <p>I treat people with respect as individuals and address their specific needs and concerns.</p> <p>I am open and transparent in my relationships with others.</p> <p>I ensure I am clear and appropriate in my communications.</p>
We deliver, support and inspire	<p>Level 1</p> <p>I take on challenging tasks to help to improve the service continuously and support my colleagues.</p> <p>I understand how my work contributes to the wider police service.</p> <p>I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually</p>

	<p>and with others.</p> <p>I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.</p> <p>I support the efficient use of resources to create the most value and to deliver the right impact.</p> <p>I keep up to date with changes in internal and external environments.</p> <p>I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</p>
We analyse critically	<p>Level 1</p> <p>I recognise the need to think critically about issues. I value the use of analysis and testing in policing.</p> <p>I take in information quickly and accurately.</p> <p>I am able to separate information and decide whether it is irrelevant or relevant and its importance.</p> <p>I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.</p> <p>I refer to procedures and precedents as necessary before making decisions.</p> <p>I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.</p> <p>I recognise gaps and inconsistencies in information and think about the potential implications.</p> <p>I make decisions in alignment with our mission, values and the Code of Ethics.</p>
We are innovative and open-minded	<p>Level 1</p> <p>I demonstrate an openness to changing ideas, perceptions and ways of working.</p> <p>I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</p> <p>I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</p> <p>I adapt to change and am flexible as the need arises while encouraging others to do the same.</p> <p>I learn from my experiences and do not let myself be unduly influenced by preconceptions.</p>
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills:

Essential Criteria (used for short-listing):

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

Desirable:
Experience of gathering, disseminating and evaluating Intelligence
Excellent communication skills both written and oral
Work experience and/or knowledge of The National Intelligence Model, Regulation of Investigatory Powers Act 2000 (RIPA), and Investigatory Powers Act 2016 (IPA).