

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:

<p>Maintain full awareness of Force and District priorities and how Intelligence contributes to their achievement.</p> <p>Maintain liaison with key stakeholders both internal and external to the Force in terms of intelligence</p> <p>Liaise with Force Intelligence (Single Point of Entry- SPOE) , outside partner agencies and other District Intelligence staff.</p> <p>Develop partnership links for intelligence dissemination.</p> <p>Collect and process data using I.T. software.</p> <p>Evaluate, Risk Assess and Index Police Intelligence Reports (PIRs) according to Force Policy and disseminate to appropriate persons/departments for action.</p> <p>Conduct Open and Closed Source Research in accordance with Force policy.</p> <p>Create and maintain databases including record management systems.</p> <p>Produce bulletins, briefings and information sheets for appropriate dissemination.</p> <p>Attend meetings as required, record and allocate any tasks as necessary.</p> <p>Contribute towards the gathering of intelligence utilising covert and overt methods.</p> <p>Review data quality and identify duplicate records.</p> <p>General administrative duties.</p> <p>Supervise the allocation, direction and result of intelligence actions/ action packages.</p>

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
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Level 3 – Senior Manager/Executive	
<p>We are emotionally aware</p>	<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>
<p>We take ownership</p>	<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>
<p>We are collaborative</p>	<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>
<p>We deliver, support and inspire</p>	<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).