



## ROLE PROFILE

<b>Role Title:</b>	<b>CHIS Recruiter – Dedicated Source Handling Unit</b>
<b>Department/Unit:</b>	<b>DSHU - Intelligence</b>
<b>Rank/Grade:</b>	<b>SO1</b>
<b>Reporting to:</b>	<b>Detective Sergeant</b>
<b>Main purpose of the role:</b>	Supporting Bedfordshire Police in achieving its objectives by providing a proactive capability which focusses on the development of CHIS recruitment opportunities supporting the Bedfordshire Police CHIS Penetration Strategy 2020-2024 and Control Strategy. To support the organisation in its investigation of serious, organised and force priority crimes; bringing individuals to justice and maintaining the safety of our communities. Providing equality of service to all whilst carrying out duties and responsibilities. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Through recognised methods provide a proactive recruitment capability which focusses on the development of CHIS opportunities supporting the Bedfordshire Police CHIS Penetration Strategy 2020-2024 and Control Strategy.</li> <li>To conduct Intelligence debriefs in a variety of locations and compile subsequent assessments for persons of interest. This includes supporting the custody IDO's in periods of high demand.</li> <li>Development of intelligence reports and subject profiles summarising clearly, concisely and accurately the key findings.</li> <li>Researching force computer systems and other available sources/systems recording information in the appropriate form.</li> <li>Liaising with other force areas and other agencies in order to exchange relevant information.</li> <li>To attend meetings both within force or away from police premises, and/or with colleagues from other departments or agencies.</li> </ul>	
<p><b>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.</b></p>	

<b>Financial e.g. Limits/Mandates</b>	<b>Non-Financial e.g. Staff Responsibility</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

<b>Psychological Assessment</b>	Not applicable
<b>Return on Investment or Tenure</b>	Not applicable
<b>Homeworking or Agile Working</b>	Type 3 Smart Working

<b>Entry Requirements</b>
It is essential that the post holder has:



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- Previously passed a College of Policing H1 course or equivalent
- High level of interpersonal and communication skills with the ability to build trust, confidence, credibility, consensus and integrity in the delivery of services.
- Aptitude for and understanding of covert policing tactics.
- Fully conversant with the National Intelligence Model and the intelligence grading system
- Knowledge of European Convention of Human Rights Act and R.I.P.A.
- M.O.P.I. trained and conversant
- Good working knowledge of Microsoft Office software and CHARTER.
- Ability to work unsupervised, on own initiative and to work to deadlines.
- Ability to research and draw conclusions from information gathered
- Working under pressure and to deadlines.

### Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire, nationally in the course of their duties
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may occasionally be required to work additional hours.
- Vetting is required to levels MV & SC.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

### Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)
<p><b>We are emotionally aware</b></p> <p>I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.</p>
<p><b>We take ownership</b></p> <p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.</p>
<p><b>We are collaborative</b></p> <p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>
<p><b>We deliver, support and inspire</b></p> <p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.</p>
<p><b>We analyse critically</b></p> <p>I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</p>
<p><b>We are innovative and open-minded</b></p> <p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.</p>