



ROLE PROFILE

Role Title:	Central Intelligence Bureau (Intel) Officer
Department/Unit:	Central Intelligence Bureau (CIB)
Rank/Grade:	Scale 6
Reporting to:	Central Intelligence Bureau Supervisor
Main purpose of the role:	Supporting Bedfordshire Police in achieving its objectives by researching, evaluating and developing intelligence information using all police information systems available ensuring a risk assessed prioritisation review. To provide fairness and equality to all whilst ensuring professional standards are maintained. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

Key Responsibilities

- Complete THRIVE and full risk assessing of all incoming work streams, communications and requests. Evaluate, research and decide appropriate action/escalated prioritisation.
- Receive, evaluate, risk assess, research, develop and disseminate as an appropriate intelligence product to teams and senior management internally and externally, written and verbal, adhering to handling of sensitive intelligence protocol and compliance of legislative requirements.
- Research to provide Intelligence updates, risk assessments in respect of dynamic STORM CADS including tactical firearms, missing and high risk vulnerable incidents and for time critical operational demands to aid and assist the decision making of the lead responsible officer.
- Force SPOC intelligence liaison with other departments, foreign forces and agencies/partners. Ensuring compliance with sharing agreements, processes and policies, maintaining a full audit trail for all requests and responses.
- Represent the department and deliver relevant intelligence briefings to tactical daily meetings.
- Administrative duties that are required to assist the department in meeting its local and national obligations in relation to the secure handling of intelligence, development of intelligence and meeting operational demand.
- Statistical reporting and data capture on force performance nationally and locally.
- To interrogate, update, validate, retrieve and extract information local and national for the purpose of intelligence development, investigation, and information sharing and data corroboration across a number of systems local and national, including PND, ANPR, PINS etc.
- To provide force support for open source research. To evaluate, retrieve, extract and record data, ensuring system and process compliance mitigating source system identification, using specialist systems.
- To act as Force International Officers/ITACs for international policing of foreign national including offenders, safeguarding, investigation and intelligence. Deciding and advising the appropriate required action for both outgoing and incoming tasks ensuring compliance and risk assessing against worldwide Human Rights legislation and liaising with the relevant agencies.
- Ensure data quality across all work streams and systems, maintaining a full auditable record of work completed
- Complete timely reviews for relevant work streams, re-risk assessing and ensuring continued MoPI compliance for accurate and relevant data capture (overt and covert intelligence/markers) across Bedfordshire and ERSOU.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None



ROLE PROFILE

Psychological Assessment	Not required
Return on Investment	Not applicable

Entry Requirements

- Sound understanding of relevant legislation including Management of Policing information (MoPI), Freedom of Information (FOI), General Data Protection Regulations (GDPR), National Intelligence model (NIM), Human Rights (ECHR), Regulation of investigatory powers Act (RIPA), Criminal Procedures Investigations Act (CPIA)
- Sound understanding of diversity issues and Human Rights legislation and issues worldwide capable of affecting the dissemination of intelligence.
- Sound understanding of crime and intelligence databases and recording systems
- The identification and handling of Covert Human Intelligence Source conflicts
- Knowledge of overt and covert police tactics
- Ability to carry out risk assessments
- Open Source Research both overt and covert
- Awareness of investigation and intelligence development
- Awareness of disclosure and rules of evidence

It is essential that the post holder will need to be able to demonstrate:

- Ability to achieve and maintain standards within the Intelligence Professionalisation Programme and to re-accredit each year.
- Minimum of 12 months experience in a related research / analytical role.
- Excellent IT skills and an ability to use the Microsoft Office suite of applications.
- Flexible attitude for fluid workload management.
- Excellent interpersonal skills.
- An excellent standard of written and verbal communication for correspondence and reports and be able to speak to people face to face, over the telephone clearly, politely and with authority.
- Ability to display a logical, clear thinking and decisive approach whilst assessing information.
- Excellent problem solving skills with proven decision making.
- Good team working skills.
- High level of integrity and discretion.

Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence / the ability to travel.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder will be required to work shifts (24 /7) - Rolling 15 week shift pattern, average 37 hours per week.
- The post holder will occasionally be required to work additional hours.
- MV and SC vetting is required, or as advised by the Vetting Unit.
- The post holder will be expected to take training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements



ROLE PROFILE

- Before commencement of this appointment, this role may be subject to 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.

Personal Qualities(Behavioural Competencies)

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. 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 and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. 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.

We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded



ROLE PROFILE

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.