

Eastern Region Special Operations Unit



ROLE PROFILE

Role Title:	FIMU Intelligence Support Officer
Rank/Grade:	Scale 5-6
Job Family:	FIMU – ERSOU CTP
Reporting to:	FIMU Sergeant
Main purpose of the role:	<p>To index information and intelligence as directed onto the NCIA, in compliance with the National Standards Intelligence Management (NSIM) and with National Intelligence Standards and Procedures (NISAP). To provide research capability in support of Intelligence Management Unit (IMU) business.</p> <p>Eastern Region Special Operations Counter Terrorism Policing (ERSOU CTP) covers the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk with Bedfordshire Police as the lead force.</p>

Key Responsibilities

- Obtain and assess information or intelligence as directed.
- Prepare and present research product.
- Disseminate research product.
- Conduct relevant vetting checks as required.
- Consider intelligence or Information already recorded on NCIA for Review, Retention and Disposal (RRD).
- Transfer data in accordance with NSIM guidelines.
- Provide expert advice in relation to the indexing of material in accordance with NSIM and NISAP.
- Identify opportunities for further development within given intelligence, where appropriate
- Identify and develop entity data and any relationships.
- Assimilate and précis intelligence.
- Comply with indexing instructions.
- Clarify indexing instructions as necessary...
- Ensuring indexing complies with NISAP e.g. decision making, thresholds entity creation.

Support Quality Control by:

- Confirming indexing instructions and challenge their absence.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

Agile Working	To be decided
Psychological Assessment	Not required
Return on Investment	To be decided
Limited Duties	Not required



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Entry Requirements

The post holder must have the following skills and accreditation:

- Must have good organisational skills
- Must be able to work under pressure in a fast changing and demanding environment
- Good IT skills with a working knowledge of CT computer systems.
- Able to work on own initiative and unsupervised, as well as being able to work in a team environment.
- Experience of dealing with people at all levels.
- Able to provide verbal and written communications accurately and concisely
- An understanding and awareness of national and world events impacting on UK national security
- Be conversant with the National Intelligence Model and the intelligence grading system.

Desirable Skills and Knowledge

- Ability to utilise or access NCIA
- Previous experience working within an intelligence unit.
- Access to and working knowledge of police intelligence databases, including PNC and PND.
- Awareness and understanding of the tasking process.
- Awareness and understanding of intelligence collection plans.
- Practical knowledge of relevant information sources for research purposes.
- Knowledge and understanding of intelligence handling procedures, sanitisation, Action On, release requests, sterile corridor, parallel sourcing, and the handling of covertly obtained material.
- Working knowledge of the National Intelligence Model and the intelligence grading system.
- Previous experience of the secure dissemination and/or briefing of information and intelligence within the organisational structure.
- Practical knowledge and understanding of Action Management and Development options.
- Practical knowledge of Briefing and Dissemination processes within CT/DE Network.
- Awareness of additional research capability available at national, regional and local levels e.g. MI5, NDEDIU, National Functions.
- Appropriate knowledge of GPMS/STRAP and the need to know principles..
- Up to date knowledge of existing priorities, Threats and Risks and a good understanding of the CT/DE business.

Any other General Requirements/Scope

- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the Vetting Unit
- The post holder will occasionally be required to work additional hours.
- This role requires use of the Police National Database.
- 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
- Attendance on specialist courses, including, but not limited to, NSIM awareness, NISAP course and NCIA core course.

Obligatory Requirements

- Before commencement of this appointment, this role is 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.



ROLE PROFILE

Personal Qualities(Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes

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

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.

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TERRORISM
POLICING**

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