

Eastern Region Special Operations Unit



ROLE PROFILE

Role Title:	Prison Intelligence Officer - Regional Prison Intelligence Unit CT
Rank/Grade:	SO1
Job Family:	Regional Prison Intelligence Unit
Reporting to:	Detective Sergeant - CTP, Regional Prison Intelligence Unit
Main purpose of the role:	To proactively gather intelligence from prison sources in line with national, regional and force priorities. To provide advice and support to prison staff around policing issues and to assist in maintaining security within prison establishments.

Key Responsibilities

- To work with other Prison Intelligence Officers (PIOs) and Her Majesty's Prison (HMP) security staff.
- To assist law enforcement officers and facilitate enquiries in prison establishments.
- Advising law enforcement officers when making enquiries for prison service material as evidence and assisting Governors in making decisions whether or not to allow access to prison service material by way of voluntary disclosure under the provisions of Prison Rules.
- To work with prison staff and other law enforcement colleagues to maximise opportunities for intelligence gathering, assessment and development. To ensure that any intelligence obtained is properly evaluated before dissemination to the appropriate law enforcement agency and/or prison department.
- To advise the Prison Service on opportunities for covert intelligence and evidence gathering, in particular advising Prison Service colleagues on Regulation of Investigatory Powers Act (RIPA) compliance.
- Provide specialist support and advice to Law Enforcement Agencies (LEA's) on covert and overt investigations, Covert Human Intel Source (CHIS) deployment and management in prison establishments.
- To advise Prison Governor and LEA's on issues relating to evidential use of prison intelligence - and disclosure of product as unused material under the provisions of the Criminal Procedure & Investigations Act 1996 (CPIA).
- To provide advice and assistance on any disclosure or Public Interest Immunity issues in accordance with the Criminal Procedure and Investigations Act 1996.
- Assist the prison Governor in conducting technical and feasibility studies for LEA covert operations in prisons.
- To assist and facilitate LEA officers and Prison Service colleagues in prisoner debriefing.
- Provide support / resilience to other PIO's and prison establishments within the Eastern Region.

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.

Psychological Assessment	Not Required
Return on Investment	Not Required

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• Management responsibility for staff and officers

Entry Requirements

- Full UK driving licence.
- Is up to date with unarmed defence tactic training.
- Working knowledge of RIPA (Regulation of Investigatory Powers Act), NIM (National Intelligence Model) MOPI (Management of Police Information, Offender Management Act 2007 and various prison legislation.
- Experience of using Information Technology (IT) including Microsoft Word and Excel.

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Any other General Requirements/Scope

Line Managers should, through consultation with their staff, identify which "Effective Performance" elements of each activity are relevant to the role.

Section/Location:

The post holder will be based at an office within a nominated prison establishment. However, the post holder will be expected to be deployed as per operational requirements and this could be anywhere in the region.

Hours:

Mon-Fri 8-4 but there is a requirement for a flexible approach to working hours dependant on operational needs

Other:

- The post holder will be expected to attend a covert human intelligence source core skills course.
- The post holder will be expected to have the ability to use technical equipment e.g. audio & visual recording equipment.
- 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.
- If using a vehicle for business purposes then appropriate insurance must be arranged by the individual.
- Vetting is required, as advised by the Vetting Unit.

This role profile includes the key/core activities of the post and does not restrict the scope of the post holder to perform other duties. Additional duties may be agreed on an individual basis and recorded as part of the annual Performance and Development Review (PDR).

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 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.

We take ownership

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.

We are collaborative

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.

We deliver, support and inspire

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.

We analyse critically

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.

We are innovative and open-minded

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.