



ROLE PROFILE

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| Role Title: | Intelligence Support Officer (General Intelligence) |
| Rank/Grade: | A3 (non-supervisory) |
| Job Family: | Business Support |
| Reporting to: | Line Manager |
| Main purpose of the role: | Supporting relevant force in achieving objectives through interrogation of police systems and other relevant sources, to identify and link all intelligence information related to individual(s) ensuring it is prioritised on the basis of the threat, risk and Harm. To identify trends and patterns through the research of intelligence in line with the force control strategy .The post holder may be required to work without close supervision. |

Key Responsibilities

- Receive, evaluate, link, initial risk assess disseminate to appropriate places / people all submitted Intelligence including sensitive intelligence. In addition retain accurate search records.
- Carry out real time and slow time operational Intelligence support duties where required, including the creation of intelligence products for the purpose of dissemination via PowerPoint briefing and bulletins. Verbally brief FCR Oscars and Senior managers on sensitive Intelligence managed by CIB on behalf of specific Force assets.
- Interrogate appropriate technical resources including local and national systems, open source and external databases: extracting information correctly in order to provide an efficient service to police officers and other outside agencies. Undertake specialist investigative and speculative searches where required including intelligence evaluation and assessing threat, harm and risk for forthcoming VIP / Royal / military visits to the force area.
- Support intelligence manager through the management of the intelligence email inbox, Athena flagging management and PNCB tasks as and when required.
- Carry out the requirements of multiple forces SPOC in matters of liaison with other departments, forces and agencies/partners. Including the administrative duties these require.
- Respond to information requests from officers, local agencies, organizations and partnerships and record any information shared within the guidance on MOPI and Data Protection legislation. Maintain accurate records of searches done for evidential purposes.

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

Entry Requirements

- To have or to develop the ability to research and interrogate Force information and intelligence systems
- Appropriate levels of IT skills, e.g. MS Office, MS Outlook, Intranet, Web, Internet, Sharepoint
- To have or develop the ability to become fully conversant and able to apply all relevant protocols, legislation, codes of practice, standards, procedures and guidelines.
- Obtain and maintain relevant PIP qualification
- Vetting level of MV
- Experience or knowledge of intelligence practices

Any other General Requirements/Scope

- The post holder may be required to work from different locations other than the home station.
- The post holder will need to have the ability to travel around the county & business insurance will need to be organised by the individual if using their own vehicle.
- The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management & the post holder.
- The post holder will be required to work a shift pattern.



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- The post holder will be required to use the Police National Database and also complete training in relation to other police intelligence systems such as Intelligence systems and PNC.
- 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 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.

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.



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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.