

## Eastern Region Special Operations Unit



### ROLE PROFILE

<b>Role Title:</b>	<b>FIMU Intelligence Support Officer</b>
<b>Rank/Grade:</b>	<b>Scale 5-6</b>
<b>Job Family:</b>	<b>FIMU</b>
<b>Reporting to:</b>	<b>FIMU Sergeant</b>
<b>Main purpose of the role:</b>	To index information and intelligence as directed onto the NCIA, in compliance with the NSIM and with NISAP. To provide research capability in support of IMU business.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Obtain and assess information or intelligence as directed</li> <li>Prepare and present research product</li> <li>Disseminate research product.</li> <li>Conduct relevant vetting checks as required.</li> <li>Consider intelligence or Information already recorded on NCIA for Review, Retention and Disposal (RRD)</li> <li>Transfer data in accordance with NSIM guidelines.</li> <li>Provide expert advice in relation to the indexing of material in accordance with NSIM and NISAP</li> <li>Identify opportunities for further development within given intelligence, where appropriate</li> <li>Identify and develop entity data and any relationships</li> <li>Assimilate and précis intelligence</li> <li>Comply with indexing instructions</li> <li>Clarify indexing instructions as necessary</li> <li>Ensuring indexing complies with NISAP e.g. decision making, thresholds entity creation</li> </ul>	
Support Quality Control by: <ul style="list-style-type: none"> <li>Confirming indexing instructions and challenge their absence.</li> </ul>	

<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>Agile Working</b>	To be decided
<b>Psychological Assessment</b>	
<b>Return on Investment</b>	
<b>Limited Duties</b>	

<b>Entry Requirements</b>
The post holder must have the following skills and accreditation: <ul style="list-style-type: none"> <li>An ability to work in a confidential/secret environment and conduct themselves to the highest professional and ethical standards with Willing to undergo vetting to DV STRAP level</li> <li>Must have good organisational skills</li> <li>Must be able to work under pressure in a fast changing and demanding environment</li> </ul>



## ROLE PROFILE

- Good IT skills with a working knowledge of Microsoft Office and excel.
- Able to work on own initiative and unsupervised, as well as being able to work in a team environment.
- Flexibility to suit the business needs during periods of high demand
- 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.
- Be competent in using computer systems

### Desirable Skills and Knowledge

- Attendance on specialist courses, including, but not limited to, NSIM awareness, NISAP course and NCIA core course.
- 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 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.



## 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.