

CTIU PC/DC Investigations Role Profile



Rank: Detective Constable

Reports to: DS Investigations

Location: Hertfordshire

Responsible for: No Subordinate Staff

Special Requirements

The post holder will be required to work office hours from the Hertfordshire base but due to the regional nature of the role will be expected to attend appointments throughout the Eastern Region. Due to the nature of operational policing there could be the need for staff to work additional hours as required but these will be negotiated and reimbursed against Force Policy. There will be occasions where you will be expected to work away from home for long periods of time in support of National Operations.

You may be required to undertake appropriate training and maintain a level of effectiveness in the following areas depending on local needs.

A good working knowledge of various intelligence agencies, both external and internal, and the ability to assess and analyse information and identify and capture evidence from sensitive intelligence is essential.

The candidate will need to be ready and willing to attend courses and to undertake the vetting procedure of handling sensitive material.

The role performed is a National role based regionally, as such this role and the role of the unit is evolving; therefore responsibilities can change and the successful post holder will be expected to be flexible and adaptable to changing roles and responsibilities.

This post is deemed to be a designated post.

Vetting clearance is a pre-requisite of employment in designated posts and the postholder will be subject to management vetting assessment every 7 years. National security vetting clearances are reviewed every 10 years.

Skill Requirements

	Mandatory Skill(s) (required to have to undertake post)	Essential skill(s) (Necessary training when in post)	Desirable Skills(s) (ongoing development in post)
1.	Detective Constable	Police driver	Knowledge of major crime investigations

2.			Knowledge of CT exhibit management
3.			

Main Purpose of the role

The post holder will support the investigation of all suspected terrorist incidents and individuals who come to notice as suspected of being involved in terrorism.

The post holder will be involved in the receipt, assessment, registration and development of intelligence and information, in order to support the activities of the ECT(I)U in line with the NIM.

Identify, develop and document evidence from intelligence on nominated targets or areas, as deemed by the Intelligence Co-ordinator (Detective Inspector) and liaison with appropriate agencies, when needed.

Gather evidence and intelligence providing law enforcement and other partner agencies with information on terrorism and other security issues within the confines of the government protected marking scheme.

Maintain strong links with the Security Service, National Public Order Intelligence Unit, MPS Counter Terrorism Command, SOCA, and other National Agencies, being the central contact point for such agency tasking.

Prepare concise written reports and operational packages, as and when needed for consideration at the Regional and / or Force Co-ordinating and Tasking Group meetings, and attend when necessary.

Attend meetings and conferences when necessary and give appropriate briefings to operational teams, promoting the benefits of intelligence-led policing within the region.

Liaise with Ports Policing, the UK Border Agency and H.M Customs and Revenue on matters of mutual interest.

Maintain and update various indices, databases, etc., as required.

Liaise with outside agencies, military, academic and industrial establishments on mutual security matters.

Liaise with other Police Force's Special Branch in relation to subversive, potentially subversive individuals, extremist organisations and terrorists.

There will also be an expectation for the post holder to work as part of a team in operations rooms, supporting operational activity when and where necessary.

To conduct any other work relating to the ECT(I)U responsibilities as directed by the Head of Unit.

Personal Qualities

Public Service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.
Leadership	<p>Openness to change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.</p> <p>Service delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p>
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.
Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options

	before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Working with others	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

National Occupational Standards (NOS)

To carry out this role you must be a competent Detective Constable, in addition the following list of NOS will help define the knowledge, skills and understanding that you will need in this role:

[AD2 \(CS10\) Develop, sustain and evaluate joint work between agencies.](#)
[SFJ AD3 Represent one's own agency at other agencies' meetings](#)
[SFJ CB1 Gather and submit information that has the potential to support law enforcement objectives](#)
[SFJ CB2 Evaluate information to determine its intelligence potential](#)
[SFJ CB3 Conduct intelligence driven briefing, tasking and debriefing](#)
[SFJ CC6 Plan law enforcement operations](#)
[SFJ CD3 Prepare for, and participate in, planned law enforcement operations](#)
[SFJ CM2 Obtain and evaluate information for intelligence analysis](#)
[SFJ CM202 Produce intelligence products](#)
[SFJ CI102 \(2G3\) Conduct serious and complex investigations](#)
[SFJ CI202 Participate in covert investigations](#)
[SFJ CI302 Manage property secured during operational activity](#)

Post holders need to be aware of their responsibilities towards Essex Police Information Technology Security Policy, Computer Misuse Act 1990, Copyright Designs and Patents Act 1988, Police and Criminal Evidence Act, Data Protection Act 1998, Health and Safety at Work Act 1992 and Official Secrets Act 1989.