



## Intelligence Researcher Job Description

**Grade:** Scale 5

**Reports to:** Senior Intelligence Analyst

**Role Code:** N 0362 **Location:** CTIU HQ, Hertfordshire

**Responsible for:** No subordinate staff

### **Special requirements**

This post is based at the Counter Terrorism Intelligence Unit (CTIU) located in central Hertfordshire. The post holder may be required to travel for business purposes.

The Intelligence Researcher post is an integral part of the CTIU intelligence structure and requires a proactive and creative approach to regional issues. You will be responsible for collecting and collating information relevant to the region to assist the Analytical Team and other intelligence professionals in their efforts to counter terrorism and domestic extremism.

### **Main Purpose of the role**

- Carry out research in support of Counter Terrorism projects and operations providing timely and accurate results to a range of CTIU customers.
- Work in collaboration with key stakeholders to conduct research into specific places and / or subjects of interest highlighting what key information is, and is not, known to the investigation.
- Support Analysts in their assessment of threat, risk and vulnerability by establishing and maintaining effective scanning processes that highlight relevant intelligence, adding context and clarity where necessary.
- Support national and regional requests for intelligence by thoroughly researching all relevant sources of intelligence presenting the results in a coherent and professional manner.
- Work with customers to define research requirements providing advice upon opportunities and limitations that might exist.
- To be an active member of the CTIU by providing assistance to other intelligence professionals, including by attending meetings to provide guidance on tasks which you tactically own.

Core responsibility Area	Technical Activity
<b>MANAGING THE ORGANISATION</b>	<p><b><u>1042 - Gather information to support action</u></b> Gather information from a range of sources in order to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.</p> <p><b><u>1037 - Process incoming telephone calls</u></b> Process information and enquiries sensitively and professionally in line with Charter Standards and organisational policy</p> <p><b><u>1140 - Provide customer service</u></b> Provide and promote service to customers in a professional manner in line with organisational policy and legislative requirements</p>
<b>PERSONAL RESPONSIBILITY</b>	<p><b><u>242 - Make best use of technology</u></b> Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements</p> <p><b><u>141 - Promote equality, diversity and Human Rights in working practices</u></b> Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices</p> <p><b><u>217 - Maintain standards of professional practice</u></b> Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance</p> <p><b><u>224 - Work as part of a team</u></b> Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives</p> <p><b><u>206 - Comply with Health and Safety legislation</u></b> Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times</p>

	<p><b><u>660 – Maintain standards for security of information</u></b> Maintain personal responsibility for gathering, recording, storing, accessing and sharing of information in compliance with information security policy, procedures and codes of practice and legislation</p>
<b>ADMINISTRATIVE SUPPORT</b>	<p><b><u>1110 - Maintain a record management system</u></b> Record, store and supply information in accordance with organisational policy and legislative requirements</p> <p><b><u>1120 - Photocopy documents</u></b> Photocopy and present documents in an appropriate format, complying with local requirements, legislation and organisational policy</p> <p><b><u>1008 - Organise and record meetings</u></b> Prepare, organise and record details for organisational meetings</p> <p><b><u>1005 - Input, retrieve and present data using a computer</u></b> Enter information correctly using an appropriate computer system, in accordance with legislative requirements and Force policy. Retrieve and present information in a suitable format and supply to relevant personnel</p>

<b>INTELLIGENCE</b>	<p><b><u>59 - Analyse intelligence to support operational policing</u></b> Analyse intelligence and illustrate the results of the analysis to support operational planning, ensuring that results are non-discriminatory and are in accordance with relevant legislation and policy</p> <p><b><u>58 - Evaluate the quality of intelligence</u></b> Evaluate the quality of intelligence entered into the system using the National Intelligence Model and take appropriate action</p> <p><b><u>60 - Disseminate intelligence to support operational policing</u></b> Disseminate intelligence in the appropriate manner to relevant organisations, departments and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care</p> <p><b><u>56 - Gather intelligence to support policing objectives</u></b> Gather intelligence to facilitate the achievement of crime and disorder reduction objectives. Ensure intelligence is obtained ethically and in accordance with the relevant legislation, policy, protocols and codes of practice</p> <p><b><u>57 - Use intelligence to support policing objectives</u></b> Use information/intelligence to support the achievement of community safety and crime reduction objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice</p>
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**FOR NEW POSTS OR POSTS TO BE REGRADED ONLY**

**Approved as being an accurate summary of the post:**

**Postholder**

**Date**

**Line Manager**

**Date**

## **Level 1 – Police Constables and Police Staff Practitioners/non-supervisors up to Grade S02.**

### **Serving the public**

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 - 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 and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

### **Leadership - 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.

### **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.

Postholders 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.