

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	FIMU Officer	Current Grade:	A006
Department:	Special Branch	Division:	Force Headquarters
Reports To:	FIMU Manager	No of Posts:	1
Level of vetting	Develop Vetting (DV) and Management Vetting (MV).		

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The Fixed Intelligence Management Unit (FIMU) provides the initial receipt and assessment of information and intelligence entering the CT/DE network in British Transport Police. The FIMU is responsible for the initial management of threat and risk associated with any information and intelligence entering the network on behalf of the Chief Constable.

The purpose of the FIMU Officer is to carry out the receipt, assessment, research and development of intelligence entering the FIMU, ensuring that the national standards are adhered to in relation to processing, indexing, and dissemination of information relevant to CT/DE, discharging threat and risk on behalf of the Chief Constable.

FIMU Officers provide a single point of entry for information entering Special Branch, and respond to contact from BTP front line officers, Control Room staff (including Senior Duty Officers), and Divisions. Providing a 'first fix' capability, the research, analysis and assessment carried out by FIMU Officers influences decisions on the deployment of resources and investigation of incidents.

In order to assess information, FIMU Officers have the capability to research multiple systems to fill intelligence gaps and utilise knowledge of current threats and terrorist methodologies to interpret the intelligence picture. FIMU Officers identify and assess links, including identifying reports with temporal or geographic connections, interpreting the significance of new information and the requirement to act on it. Through a solid understanding of local and national CT/DE operations and the UK threat picture, FIMU Officers are able to assess if activity of concern may be occurring, and direct a prioritised response accordingly.

Due to the nature of the incidents referred to Special Branch, the assessment and judgment exercised by FIMU Officers often attracts scrutiny of senior officers within BTP and other Forces, including the Coordinator National Functions for Counter Terrorism. The FIMU Officer role therefore carries a large degree of personal responsibility and accountability.

FIMU Officers perform reviews of Special Branch records to ensure compliance with Management of Police Information (MOPI), that intelligence is shared appropriately, and information is held in accordance with Data Protection Act 1998 and Human Rights Act 1998.

In order to receive and process the highest sensitivity of material, post holders are required to undergo intrusive vetting, and in delivery a responsive level of service to the Force are required to work shifts and adapt to fast-time changes of duties (see Section H).

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Influences decisions on expenditure in resource deployment and investigation of incidents through robust assessment of risk, credibility, proportionality and actionability.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

The FIMU Officer is responsible for carrying out the core functions of the Fixed Intelligence Management Unit (FIMU):

- Receive and assess new information and intelligence received from Police Forces, the Public (Anti Terrorism Hotline), CT/DE agencies, and internally generated from BTP. Taking into account a range of factors including levels of threat, risk, and urgency, prioritise workloads effectively, and through consideration of safeguarding responsibilities, intelligence opportunities and evidential opportunities, ensure that a thorough assessment is completed.
- Ensure intelligence is correctly marked, evaluated and sanitised with the correct and detailed handling instructions and where necessary a risk assessment applied.
- Develop intelligence and information entering the FIMU through carrying out searches across a range of police, CT/DE, and open-source systems, providing a sound assessment of the impact on BTP and identifying and acting on intelligence opportunities.
- Provide overviews of intelligence through appropriate use of products (association charts, timelines, written reports) to efficiently and accurately present complex data.
- Carry out data cleansing and extraction through IT systems to process device downloads for intelligence purposes.
- Control the distribution of information and intelligence, providing the point of contact and management for 'Request for Release' of intelligence.
- Manage the secure dissemination of TOP SECRET Material within the organisational structure.
- Manage intelligence generated by the BTP Special Branch Dedicated Source Unit (DSU).
- Index intelligence and information onto the Special Branch intelligence system in accordance with national standards.
- Disseminate appropriate intelligence and information to the wider BTP audience through the production of briefing slides and intelligence reports on the Force Intelligence System.
- Produce briefing documents on CT/DE-related incidents for submission to NCTPHQ with readership of heads of units, National Senior Coordinators, and inclusion in briefings to HMG.
- Compile information on terrorism-related arrests in BTP for submission to NCTPHQ to ensure data supplied to the Home Office is accurate.
- Operate CLIO action management system for BTP Special Branch in support of national policing operations.
- Keep under review restrictive handling codes for intelligence to enable wider dissemination of the intelligence as soon as possible.
- Carry out Review Retain and Dispose (RRD) procedures in compliance with MOPI

E. DECISION MAKING:

Make decisions

Whilst working as part of a team in the FIMU, FIMU Officers will also have to work independently and on occasion be lone working. This requires taking personal responsibility, displaying judgement in prioritising workload, and demonstrating an ability to identify risks and make decisions following receipt and assessment to expedite a police response.

Acting as point of entry for information, provide a 'first fix' capability in assessing information in accordance with the National Decision Making Model and Police/Security Service intelligence processes, identifying risks and required actions.

Identify the 'need to know' when assessing incidents and intelligence, deciding on who to notify and share information with, and timescales for doing so.

Significant say in decisions

In conjunction with Partner Agencies, carry out assessments of new leads, representing BTP's interests in ensuring that threats to the railway are mitigated.

Provide Senior Officers in BTP with guidance on the intelligence picture regarding events and incidents, ensuring BTP's response is proportionate and addresses identified risks.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Head of Special Branch and Special Branch Detective Sergeants and officers, including Dedicated Source Unit. Force Intelligence Bureau and Division Intelligence Bureau intelligence practitioners.

Detective Superintendent Director of Intelligence and Covert Policing.

Superintendent Head of Specialist Operations

In providing access to sensitive information for senior readership, post holders have occasional contact with:

Chief Superintendent Crime, ACC Crime, ACC Specialist Operations, and Senior Command Team (SCT)

External

Other police forces, Special Branches, CTUs, CTIUs, National CT/DE agencies, Security Service (MI5), Secret Intelligence Service (SIS), National Counter Terrorism Policing Headquarters (NCTPHQ)

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Educated to Degree standard in an associated field or previous experience working as a researcher or Intelligence Development Officer or in a similar role.

Five GCSE's (or equivalent) with A-C grade in Maths and English are essential as baseline in numeracy and literacy.

Trained in use of national and Force systems:

Niche

Police National Database (PND)

Police National Computer (PNC)

BTP Command and Control (NSPIS)

Trained in open source research (ACPO Level 2) and evidential capture

The following additional training is essential for performing the role and will be provided to successful applicants if not already held:

National Counter Terrorism training (Foundation and Insight courses)

Special Branch intelligence system training

National indexing standards training

Police/Security Service intelligence handling training

Use of secure communication systems

Use of CLIO action management system

Experience:

Carrying out research across multiple systems

Producing intelligence reports

Processing information, quality assuring and disseminating intelligence

Skills:

Sound judgement and prioritisation in assessing information

The ability to quickly assimilate information, identify salient points and create concise summaries

The ability to communicate effectively with all levels of staff, from front line officers through to Chief Officer ranks

Knowledge:

Understanding of legislative requirements affecting core business in intelligence and information management, including: Data Protection Act 1998, Human Rights Act 1998, RIPA 2000, Criminal Procedures and Investigations Act 1996, Protection of Freedoms Act 2012 and Management of Police Information (MOPI).

Desired Criteria:

Qualifications and Training:

Trained in use of Business Objects for extracting information from relevant connected databases

Equifax / Experian user

Analytical training (NIAT or other)

Existing National Security Vetting clearance (SC or DV)

Experience:

Handling sensitive material

Writing statements to demonstrate work to evidential standards

Working in police counter terrorism environment

Skills:

Advanced IT skills in data manipulation in Excel or other databases

i2 Analyst Notebook for creation of association charts and timelines

Use of mapping software (GIS)

Knowledge:

Understanding of cultural and political issues and sensitivities affecting CT/DE policing.

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Due to the nature of the work undertaken in Special Branch, and the requirement to dynamically respond to threats and operational demands, staff are required to work a shift pattern providing 7 day coverage (i.e. pre-planned weekend working is required), and may be required to fit into a 24/7 roster at short notice (i.e. working nights and overtime). A willingness to provide the highest level of service to BTP and the railway community is a necessity.

The post requires access to the most sensitive intelligence material on a daily basis. Applicants must hold or be prepared to undergo Security Clearance (SC) clearance before taking up post, and undergo Develop Vetting (DV).

I. AUTHORISATION DETAILS

Reviewed By:

Date:

Division

Commander

/DIVISION HoD:

Date:

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