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## JOB DESCRIPTION

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

### A. POST DETAILS:

Job Title:	Intelligence Liaison Officer	Current Grade:	A006
Department:	Specialist Operations	Area:	FHQ
Reports To:	Sergeant (Specialist Operations)	No of Posts:	1
Level of vetting:	SC		

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

Provide a comprehensive and timely briefing service to Specialist Operations officers.  
Provide liaison between Specialist Operations and Special Branch  
Update the Force Intelligence Briefing system with CT related information.  
Ensure that the Daily Management Log is produced in an accurate and timely fashion.

### 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

None

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

Prepare daily briefings for all SO teams at all 3 locations ensuring that significant Counter Terrorism, violent Crime, crime trends and divisional priorities are made available for both daily briefings.

Maintain the Specialist Operations intranet briefing pages as required to ensure content is accurate and up to date.

Maintain close liaison with BTP Special Branch acting as Liaison Officer between the two departments ensuring that relevant intelligence is disseminated for briefing.

Check, clarify and verify intelligence received prior to compiling briefings and information reports for front line officers/supervisors.

Maintain the Specialist Operations and Force Briefing System, by continually assessing, verifying, updating and weeding intelligence and information to ensure that an accurate, timely and relevant briefing is available to support front line officers.

Liaise with colleagues in specialist departments, internally and externally, in order to exchange relevant intelligence and information.

Compile the daily log in an accurate, timely manner.

To provide weekly and ad-hoc performance documentation/reports.

To lead on A&P liaison re new performance systems (Power BI) ensuring that SO requirements are within the scope of the project.

To create monthly tasking documentation working with Divisions in order to ensure SO have a detailed tasking process in place that supports CT and Divisional issues.

To be a central point of contact for Performance issues for the teams.

To support the department in the event of the national Threat Level being raised and gathering sufficient information to ensure effective deployment.

Where urgent information/intelligence is received ensure that it is shared with the relevant Senior officer in a timely manner for escalation and onwards briefing.

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**E. DECISION MAKING:**

**Make decisions**

Make considered decisions regarding appropriate and relevant briefing content.

Prioritisation of own workload to meet agreed deadlines.

Significant say in decisions regarding evolving intelligence picture.

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

**Internal**

Specialist Operations officers, supervisors and SMT. Special Branch officers and police staff.

Force Researchers, Analysts, Field Intelligence Officers, DIB Managers and Supervisors.

Front line officers, Neighbourhood Policing Teams, other departments including CID, Media and Marketing, Divisional Operational Teams, FIB and forcewide briefing officers.

**External**

Metropolitan Police. Home Office police forces, National Crime Agency, Government Agencies.

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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 at least A level standard (or equivalent) or proven previous work experience in a role which contained a substantial amount of briefing delivery and creation responsibility.

**Experience:**

Previous experience of delivering timely and informative briefings using a range of data sources and effectively displaying the results both verbally and in writing.

Proven ability to work effectively as part of a team or independently on own initiative.

Experience of intelligence related work in a law enforcement or CT environment.

**Skills:**

Excellent IT skills including Word, Excel, PowerPoint

Ability to be self-motivated, use initiative in assessing information, problem solving and creative thinking skills in order to produce imaginative responses to complex briefings.

Ability to work under pressure and to tight deadlines.

Ability to take responsibility with excellent organisational skills.

Excellent written communication skills with the ability to condense information into short succinct summaries including evidence of preparing formal reports/briefings to a high standard.

Excellent oral communication skills with proven ability to deliver effective presentations to a varied audience

Effective interpersonal skills

High levels of personal integrity and discretion.

Proven problem solving skills and creative thinking.

Strong organisational skills, particularly the ability to manage multiple work streams by prioritising key issues and working under pressure.

Ability to handling sensitive information.

**Knowledge:**

Knowledge and understanding of NICHE, ControlWorks and associated force IT systems.

Good understanding of policing processes in intelligence dissemination and identification through intelligence.

Good understanding of the Data Protection Act and the Human Rights Act relating to the publishing of subject information.

Experience of handling and interpreting intelligence reports.



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**Desired Criteria:**

**Qualifications and Training:**

Trained in use of Police National Database system (PND)

Trained in use of MPS Briefing system (MetBats), Custody Imaging and CRIMINT intelligence system. Recognised training in conducting open source research.

Recognised briefing and/or training qualification.

**Experience:**

Experience of interrogating BTP force systems with a particular knowledge of NICHE and ControlWorks. A background in a research or intelligence environment.

**Skills:**

PNC trained.

Be able to update relevant pages on the Specialist Operations force intranet pages.

**Knowledge:**

A good working knowledge of the force intranet system

**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.*

The post holder may be required to attend residential training courses and the role is subject to a security vetting process.

**I. AUTHORISATION DETAILS**

Prepared By: Steven Miller

Date: 26/7/2019

Chief Inspector J HARVEY

26/07/19

Date:

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