

## 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:	Real Time Intelligence Researcher	Current Grade:	A005
Department:	Force Intelligence Bureau	Area:	Force Headquarters
Reports To:	RTI Supervisor	No of Posts:	10
Level of vetting	MV		

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

Provide a 24/7 real time intelligence capability by carrying out high quality and timely research from various internal and external sources in connection with the operational requirements of the real time intelligence function across the force.

Provide an effective research support to the Senior Duty Officer, control room supervisor, internal and external sources involved in intelligence, critical incidents, priority crime and operational work.

Undertake the single point of contact (SPOC) role for Police National Database (PND), and Police National Computer (PNC), manage data sent and received to/from other forces and review intelligence data within Niche, manage data standards and update, reformat and create appropriate links.

Provide an efficient interrogation and analysis of the Police National Computer maximising the identification of offenders and recovery of property.

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

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

In-direct. Mentoring, advice and guidance to new real time intelligence researchers as required by the department manager.

#### Any Other Statistical Data

The post holder will be required to manage, interrogate, update, review, sanitise and reformat reports sent and held within force systems, this includes the Police National Database, Police National Computer and the Force Niche system. They will be required to interrogate and generate information to assist the Senior Duty Officer to compile the Force Daily Briefing document as required.

**REWARD**

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

Research, Interrogate, investigate and develop intelligence/information within force systems to support real time intelligence opportunities in support of the Senior Duty Officer, including the ability to fully utilise specialist PNC investigative skills in order to identify offenders and recover stolen property.

Provide preliminary development of intelligence in support of major/serious or critical incidents including force priorities and objectives.

Provide timely relevant and accurate briefings to the Senior Duty Officer in response to real time intelligence, in support of efficient management, tasking and deployment of resources.

Support the control room by providing a standby PNC service for Division and specialist units in the event of system failure.

Manage, update, support and audit user access, including covert markers, flags and alerts within PND/PNC to prevent risk to operations or life.

Process information received from Divisions and other sources and ensure records held are accurate and up to date to meet national standards. (WM reports, detained reports etc)

Prepare/receive PNC broadcasts messages ensuring timely, relevant circulation.

Check, clarify and verify high priority intelligence received prior to taking the appropriate action including disseminating and informing those who have immediate interest in the information and compiling briefings for the briefing system, briefing packages or daily briefings for front line officers/supervisors.

Liaise/contact other agencies such as DVLA, external PND/PNC bureaus, ensuring data held is accurate and is updated regularly and expeditiously, dealing with any correspondence received and acting as authorising signatory for off line searches at DVLA and PNC broadcast as and when required.

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

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

**Internal**

ACPO, Senior managers, senior investigating officers, Inspectors and supervisors, Intelligence practitioners, such as DIB staff, FIO's, TSU officers, FIB, other internal departments including front line officers, NPT's, CID. PNC steering group, PNC users

**External**

Other police forces, Metropolitan Police PNC training dept, PND bureaux, PNC bureaux, DVLA, HMIC, College of Policing, PNC Directorate, Rail authorities, probation service, courts, Criminal Justice Units, UK Sirene bureau, NCA, intelligence specialists

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

**Essential Criteria:**

**Qualifications and Training:**

Five GCSE's (or equivalent). A-C grade in Maths and English are essential.

**Experience:**

Previous experience working with intelligence within law enforcement.

**Skills:**

Excellent written, communication skills including evidence of preparing formal reports/briefings to a high standard.

Employee communications skills in condensing information into short, succinct memorable summaries, including giving formal briefings to senior officers.

Excellent problem solving and creative thinking skills in order to produce imaginative responses to complex problems and a proven ability to manage your time and prioritise workloads to meet deadlines.

Able to effectively manage a demanding workload including working on multiple tasks/investigations.

Good organisational and administrative skills.

Effective teamworking and interpersonal skills.

Previous experience in research - whether academically or work experience.

Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two-way exchange of intelligence/information and analysis.

High levels of personal integrity and discretion are required for this role and the post holders are subject to Management Vetting.

**Knowledge:**

A high level of IT skills including a good working knowledge of Microsoft office programmes and previous experience of using databases and undertaking data mining using software.

Knowledge of relevant procedures and legislation including information handling and disclosure.

**Desired Criteria:**

**Qualifications and Training:**

A degree in an associated field.

**Experience:**

Extensive previous experience working within a policing environment and knowledge of law enforcement techniques and practices.

Previous experience working within an intelligence support officer within an intelligence unit.

Previous experience working as a PNC bureau operator/manager.

Previous working experience in using BTP IT systems including Niche, PNC, VODS, QUEST, Control Works.

Previous training and experience in using analytical software including GIS and charting.

**Skills:**

Advanced IT and report writing skills.

**Knowledge:**

**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.*

A flexible approach to both working hours and the different roles required within the post is needed. The post holder will be required to work a shift pattern that may require changes at short notice and will include working evenings, throughout the night and weekends.

When required the post holder will be expected to respond to live time intelligence gathering requirements and assist major, critical and serious incidents they will also be required to support investigations of a covert/overt nature.

High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.

The post holder will be required to attend various training which will include shadowing, systems training and may include residential/non-residential courses, which the force identifies as being necessary.

The post holder will be expected to develop and enhance the role to adopt best practice for the Force.

Post holders must ensure that a high quality service is delivered.

When required the post holder will be expected to interrogate and analyse data obtained from a variety of systems and sources to enhance the intelligence product to support investigations/incidents in real time

**I. AUTHORISATION DETAILS**

Reviewed By: DI 3872 Gary F Williams

Date: 22/12/17

Area Commander  
/FHQ HoD:

Date: