

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:	Deputy Manager	Current Grade:	B001
Department:	Confidential Unit	Area:	Crime Force HQ
Reports To:	Confidential Unit Manager	No of Posts:	Not Applicable
Level of vetting:	Management Vetting (MV) and Developed Vetted (DV)		

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

The purpose of the Confidential Unit (CU) is to reduce crime and disorder impacting the railway by enhancing BTP's capability to tackle organised criminality through effective intelligence led policing and sensitive techniques. The Confidential Unit performs a number of key functions as outlined below:

- Direct acquisition, scan, assess and receive sensitive intelligence in support of Force and National Policing Priorities.
- Provide intelligence development and analytical support to the development and live stages of agreed cases and investigations.
- Provide a covert advice facility to assist in identifying the most suited and appropriate covert techniques.
- Secure the acquisition and provide overall management of intrusive equities.
- Provide strategic oversight of all Force operational and covert activity; de-conflict covert activity.
- Provide a 24/7 on call and spoc capability in the management of sensitive intelligence for high risk and fast time intelligence matters (e.g. threats to life, serious harm, crimes in actions, critical risk, firearms reporting).
- Contribute to the assessment of organised crime through the provision of tactical and strategic intelligence products and OCG mapping (covert only).
- Optimise flows of intelligence through developing and sustaining a broad range of contacts and relationships.

The Deputy Manager manages the daily running of the Confidential Unit, providing first line supervision across all CU functionality. The Deputy Manager supervises intelligence support provided to other covert departments (DSUs, CIU, TSU) and leads on the daily running of CU tactics.

The Confidential Unit Manager and Deputy Manager deputise for each during periods of absence and leave.

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

Financial – Direct or Non-Direct

Direct:

Authorisation of overtime payments

Indirect:

To identify appropriate, cost effective techniques to support operational requirements.

To plan resources, shift work and rosters during tactical deployments.

Staff Responsibilities – Direct or Non-Direct

Direct first line supervision of 1 x Constable, 2 x Intelligence Development Officers and 1 x Technical Collections Officer

Any Other Statistical Data

Intelligence Handling - Oversees the firewalling of approximately 6000 - 6500 sensitive intelligence logs per year.

CU Tasking Gateway - Oversees the tasking and allocation of approximately 1000 research requests per year.

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

- Intelligence Handling – To supervise the CU intelligence handling function, including time sensitive intelligence, in accordance with the legislation, security classification and operating procedures of the originating agency / covert equity; to negotiate effective solutions with covert originators to ensure intelligence is appropriately managed and shared.
- Commissioning covert services – To recommend covert techniques and sources in support of operational development in accordance to objectives, legislation and risk/harm/threat levels to SIOs and senior management; to coordinate the CU Covert Assets Management function and covert planning meetings to drive covert policing activity.
- Operational Management – First line supervision of intrusive capabilities ensuring CU procedures and legislation are adhered to; to lead and manage intrusive tactics from conception to cessation, providing supervision and advice to SIOs and CU practitioners, working in collaboration ROCUs and NCAs to deliver capabilities. Activities include:
 - Coordinating covert activities; developing policy / strategy
 - Managing staffing requirements and intelligence cells
 - Proactively managing relationships with intelligence providers and customers
 - Overseeing the intelligence management, development and briefing activities
 - Regular review of covert capability and authorities
 - Managing disclosure or Preston issues
- Case Development – To oversee and authorise CU development cases in accordance to the CU control strategy, CU operating procedure and Force priorities; to drive case development in order to meet the needs of the investigator. To brief senior management and Tasking & Coordination assets and ensure operational handovers address sensitivity, disclosure and resourcing matters.
- Tasking and prioritisation – Task and coordinate daily work across all CU functions, prioritising activity against Force priorities and threat / risk / harm; ensuring work is evenly shared and delivered on agreed timescales; oversee the CU tasking gateway and chair the Daily Intelligence Meeting as required.
- Management: Provide first line supervisory support to CU officers/staff and utilise skills and experience to drive high performing staffing capabilities. Activities include managing performance, attendance, welfare, training, staff rostering and work allocation. To recruit, develop and mentor staff utilising the PDR and the development framework set by the CU manager.
- Communication and partnerships: To market, communicate and develop a broad range of relationships with internal and external customers across the Force to promote CU business; to deliver presentations / briefings and to utilise high levels of inter-personal and influential skills to drive intelligence / operational activities in support of the CU's business objectives.
- High risk / dynamic intelligence: To supervise, provide advice and respond to threat to life, fast time intelligence / interventions or dynamic / high risk situations in accordance with policy and the National Decision Making Model; to plan, coordinate and task relevant activity to support operational requirements and risk mitigation.
- Security: To support the CU framework managing up to GSC Secret and manage / mitigate varied risks associated with intelligence, covert collection and operational activity. To implement and assure staff adherence to CU security procedures, undertake actions as detailed within CU security management plan and to ensure a close liaison with CU manager and Force OpSy in all matters relating to CU security and risk.

E. DECISION MAKING:

Make decisions

Operational management - To make a range of operational decisions during the execution of intrusive techniques in accordance with local operating procedures; such decisions can range from staffing assets, developing policy / strategy to managing legislative requirements (e.g. Legal Privilege, Disclosure / Preston issues etc).

Intrusive equities – To direct the movement of operational assets (e.g. surveillance, undercover officers) to maximise all opportunities to obtain and secure evidence arising from intelligence collection.

Tasking & Prioritisation - To prioritise day to day CU activities and allocate resources accordingly; to negotiate timescales with customers and authorise CU case development.

To 'stop check' and quality assure intelligence logs, Forms of Words and / or intelligence products to ensure 5x5x5 gradings, risk assessments, handling codes and GSC gradings comply to legislation and operating procedures.

24/7 on call – In conjunction with covert originators, to make decisions around the fast time sanitisation, management and breakout of covert intelligence into the overt environment.

Significant say in decisions

To recommend and seek relevant authority from covert managers on the use of covert techniques.

To utilise skills, knowledge and the National Decision Making model to make timely decisions on dynamic or high risk intelligence, including Threats to Life; providing guidance to CU staff / customers and allocating relevant work.

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

Internal

Covert Policing Managers (Confidential Unit Manager, Higher Analyst, Head of Covert Policing, Director of Intelligence)

Practitioners / managers working within covert departments (CIU, TSU, DSUs), PSD and SB

Practitioners / managers working within the unit, FIB, DIBs including FIOs and TSU officers

Force control room staff

Investigative teams across the Force

External

Law enforcement agencies - Confidential Units, intelligence bureaux & specialist units

NCA - Technical Collections Department, Organised Crime Coordination Centre, NCA Confidential Units

Regional Operational Crime Units (ROCUs)

Partner agencies including Network Rail, TFL and others

Local Authority Departments (e.g. Council, NHS and others)

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

Essential Criteria:

Qualifications and Training:

Five GCSE (or equivalent). A-C grades in English is essential

Has attended, or is willing to attend the Covert Law Enforcement Managers (CLEM) course and the Covert Monitoring Post (CMP) course

Product handler trained, or be willing to attend the NCA Product Handlers Course

Experience:

Evidence experience (as a guide, 2 years or more) of working within an intelligence or proactive role.

Experience of leading and managing a team (as a guide, 1 year or more)

Skills:

Communication - Communicates in a clear and concise manner (verbal and written) with the ability to negotiate and influence intelligence staff, managers and detectives.

Partnership – Drives and promote business, working with stakeholders to optimise CU business and developing joint working initiatives; ability to build relationships to achieve common goals.

People management - Encourages and supports the development of others. Takes ownership of staff and personal performance and delivers relevant training and mentoring.

Problem solving - Effective problem solving skills and an inquisitive mind. The post holder should demonstrate their ability to identify, assess, manage and pursue lines of enquiry to develop the intelligence and operational picture.

Understands investigative needs and sets policy and strategy.

Tasking & Prioritisation - Excellent prioritisation skills with the ability to manage, delegate and oversee team and personal workloads; ability to prioritise against threat, risk and harm and operational priorities. Ability to lead a team to adapt and manage dynamic / changing priorities, working to tight timescales.

Operational Management – Lead operational tactics from conception to cessation, managing intelligence cells, dynamic priorities and threat / risk / harm matters.

Integrity - Maintains a high level of personal integrity and discretion in respect to their role and work related enquiries.

Accountability - Self motivated and maintains a flexible approach towards working hours and practices in order to meet operational demands. Ability to work on their own initiative and takes personal responsibility in delivering a quality service to stakeholders; provides feedback to management for continual service improvement.

Computer literate with good IT skills and the ability to use MS Office packages. The post holder will be expected to have a high degree of familiarisation with internal / external databases and partner agencies for purposes of operational development.

Knowledge:

The post holder should have an understanding of:

The National Intelligence Model (NIM) and the functions within

How sensitive information is handled

Covert techniques, their application process and legislation (e.g. RIPA, ECHR, CPIA, FOI and others); awareness of the processes to apply for covert techniques

Interception policy and processes

Covert Communications Data Capture (CCDC) techniques

High level of knowledge around the investigation process and the needs of an investigator

Awareness of overt and covert datasets

Government Security Classification and information security

Awareness of operational security

Threat to life policies and procedures

Disclosure processes and Public Interest Immunity

Desired Criteria:

Qualifications and Training:

First line management qualification or equivalent training.

Foundation training within intelligence and / or covert policing (e.g. Intelligence Managers course, Operational Security, Disclosure, CHIS etc)

Trained in operational security or as an OpSy liaison (i.e. OSLO)

Field intelligence officer and surveillance trained

Disclosure trained

Experience:

Experience in the countering of Organised Crime activity.

Experience (as a guide 2 years or more) of working within intelligence led policing and covert techniques / covert policing.

Experience of working with RIPA Part 1 product and / or technical intrusive surveillance.

Experience of writing policy and strategy (intelligence / operational).

Proven experience of working in a dynamic, time critical environment and managing risk.

Proven experience of work alongside teams and partners to achieve operational outcomes.

Skills:

Knowledge:

IP enabled and digital communication methods; internet capabilities.

- 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 involves regular contact with intelligence that holds a level of risk. The post holder must be comfortable working within and managing various risks in both live operational phases and day to day business.
- A flexible approach to both working hours and different environments and locations is required. The post holder may be required to change hours at short notice including working early / late shifts and weekends. There may be a requirement to work at other locations throughout the force.
- The Deputy Manager will be required to support the 24/7 on call capability and will be compensated accordingly.
- The Deputy Manager may be required to support field intelligence work and deployments. They must have a valid UK driving license and be willing to pass the Force driving test should a need arise.
- Due to the nature of the work, high levels of personal integrity and discretion are required. This post is subject to obtaining Developed Vetted (DV) clearance and passing anti corruption checks.
- The post holder will be required to attend various courses, residential / non-residential, which the force identifies as being necessary.
- This Job description has been aligned to meet the following functions as detailed within the design standards under the Confidential Unit Operating Model: Covert Advice, Confidential Unit Management and Intelligence Handling.

I. AUTHORISATION DETAILS

Prepared By: 7303
Area Commander
/FHQ HoD:

Date: January 2018

Date: