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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:	**Intelligence Researcher**	Current Grade:	
Department:	Intelligence Command	Area:	Intelligence Command
Reports To:	Research Manager	No of Posts:	
Level of vetting	MV		

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

The Researcher undertakes research using a wide variety of sources to assess and evaluate information and inform the creation of intelligence products to support decision making at a strategic, tactical and/or operational level.

The Researcher is responsible for all intelligence report evaluations for the Force – assessing, inputting, developing and disseminating intelligence from a variety of internal and external sources in compliance with a range of legislation.

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

Financial – Direct or Non-Direct
Non-Direct – Informs intelligence products used by decision-makers to direct resources.

Staff Responsibilities – Direct or Non-Direct
Non-Direct - Supports and trains new colleagues on internal processes as required by the team leader or manager. Offers guidance and support across the force on intelligence records.

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

- To evaluate, sanitise and validate all intelligence reports received by BTP, and create nominal records and other required entities, applying the current nationally approved system within 72 hours on receipt or as determined by ACPO, in line with the defined processes within MOPI and NIM. Disseminate intelligence to other Forces and to relevant BTP departments, as appropriate.
- Identify intelligence gaps and proactively develop any issue or ensure that the matter is recorded (using IEL and other reporting methods) and the appropriate person has been informed in order to direct Force resources for intelligence gathering activities.
- Undertake qualitative and qualitative research to produce intelligence and/or inform analytical products, including collecting, collating and evaluating information from a wide variety of sources at a strategic, tactical or operational level.
- Prepare and deliver research summaries and findings, such as presentations and reports, to clearly and accurately inform decision making and/or facilitate analysis.
- Prepare statements of evidence for court and attend court as a witness if required to assist in the criminal justice process.
- Support the identification and development of new sources and methods of research to ensure that intelligence products reflect latest methodologies and best practice.
- Develop and maintain relationships with colleagues and partners, such as liaising with other agencies in order to support information sharing and collaborative working
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Develop, produce and disseminate briefings to provide clear and focused information and direction to Police officers and staff.
- Support intelligence gathering/collection, development and dissemination functions, in the event of 'Crime in Action', major incident or in support of the exigencies of the service and as directed by Supervision.
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.

E. DECISION MAKING:

Make decisions

Make decisions relating to credibility of information received and whether it should be held for a policing purpose. Daily decision-making relating to intelligence dissemination – whether it is required and to which units. Post holder will be required to use their own initiative and work with minimum supervision.

Significant say in decisions

Ability to identify and effectively escalate time-critical intelligence to supervisors for action.

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

Internal

- Regular contact through Niche, by telephone, e-mail, report and face-to-face with colleagues at all levels, including the Central Analysis Team and Force Intelligence Bureau, Intelligence Development Officers, Strategic Centre, Crime Recording Centre (CRC), PNC Bureau, Scientific Support Unit, Operational Staff, PPU Teams and Confidential/Covert Units to ensure intelligence is shared with these departments where appropriate as per current MOPI guidance.

External

- Develop and maintain relationships externally to facilitate the effective sharing of intelligence with other forces, law enforcement agencies and other relevant partners.
- Be in regular contact with counter-parts in other forces, agencies and partners in order to exchange information, products and work collaboratively on research products, as appropriate.

Supervision

- The post holder will report directly to the Research Manager.
- The post holder will work alongside and may receive direction and tasking from Intelligence Analysts and Intelligence Development Officers.

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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 level in a relevant discipline or equivalent qualification or work experience.

Experience:

- Experience of communicating effectively and of undertaking research of a qualitative and quantitative nature.

Skills:

- Ability to research and assimilate large volumes of data and prepare and produce complex research-based reports.
- Good communication skills with the ability to listen to others and communicate research in order to ensure understanding.
- Skilled in the use of use IT packages, systems and/or databases to fulfil role requirements.
- Ability to prioritise and plan own work and manage time effectively to meet objectives and deadlines.
- Able to interpret and apply guidance to a specific activity.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to communicate and proactively develop effective working relationships with colleagues, partners and other stakeholders.

Knowledge:

- Understanding of relevant legislation and policies appropriate to the role and their use (for example: Regulation of Investigatory Powers Act, General Data Protection Regulation, Management of Police Information)
- Understanding of the Intelligence Professionalisation Programme (IPP)

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

Desirable Criteria

Qualifications and Training:

- Nationally recognised qualification in research or other related accreditations or professional qualifications.
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Experience:

- Previous experience working as an analyst in law enforcement.

Skills:

- Formal training and a good working knowledge of IT systems and software relevant to the role – including Niche, PNC, PND and Control Works.

Knowledge:

- A good understanding of the remit of British Transport Police, of operational policing practices and the current national policing priorities.
- An up-to-date knowledge of new approaches to evidence-based policing and analysis.

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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 different environments and locations is required. The post holder may be required to change hours at short notice and work occasional evenings and weekends.

Some researchers in the Force may be required to work in a 24-hour shift pattern for which they will be entitled to an additional shift allowance to reflect the local circumstances of the role they undertake.

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 is required to consider every piece of information and make decisions regarding whether the information should be retained with reference to very complex legislation and guidance.

The post holder will be required to attend training courses, shadowing others and being shadowed where necessary.

Once implemented, all BTP researchers will be expected to meet the standards set by the College of Policing's Intelligence Professionalisation Portfolio (IPP) and secure accreditation within a stipulated timeframe.

I. AUTHORISATION DETAILS

Reviewed by: Date:

Area Commander /FHQ HoD: Date: