Job Description

A Post Details		
Job Title: **Compliance & Assurance Manager**		Grade: B002
Department: **Counter Terrorism Intelligence**		Division: Force Headquarters
Reports to: **Intelligence Manager (Detective Inspector)**		Contract Type:
Level of Vetting:**Developed Vetting**		Numbers in Post: 1

B Purpose of the Post

To ensure compliance and assurance in regard to intelligence capability and operation of sensitive intelligence assets.

The post provides the single means by which the BTP Information Asset Owner (ACC Specialist Capabilities) and the CTPHQ Senior Responsible Officer (the Senior National Coordinator) can be assured that 'Threat, Harm, Opportunity and Risk' is identified, handled and managed by BTP Counter Terrorism Intelligence in a consistent and effective manner.

Taking a qualitative approach to capability assurance, the post will ensure that operational policies and standards governing all aspects of Counter Terrorism Intelligence are being consistently adhered to across the Counter Terrorism Police network, and that outcomes are maximised in every instance.

Be responsible for all aspects of compliance with Security Operating Procedures (SyOps) that govern the operational activity for Counter Terrorism Intelligence, ensuring that information assets, which provide access to some of the UKs most sensitive information, are kept secure.

C Dimensions of the Post

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Indirect

Support department and staff development, ensuring compliance through delivery of training and feedback to intelligence management resources.

Any Other Statistical Data

Direct

Generate and present findings, in respect of compliance and associated key performance indicators, to the Counter Terrorism Intelligence manager and ACC (Specialist Capabilities).

D Principal Accountabilities

- Providing assurance, on behalf of the Counter Terrorism Intelligence manager and ACC (Specialist Capabilities), that policies and procedures are consistently applied, and that local mechanisms are in place to continually monitor compliance;
- Designing and managing processes and reports which support assurance and compliance activity, using a variety of methods, including qualitative and quantitative research that uses manual and automated analytical processes (BOXI, SQL, GIS);
- Ensuring Intelligence Management Unit (IMU) compliance with National Standards for Intelligence Management (NSIM), Intelligence Handling Model (IHM), Access and Visibility, Multi-Equity, Review Retain Dispose (RRD) and other relevant policies;
- Dip-sampling processed intelligence, ensuring that it is being registered, assessed, developed and managed consistently, and within prescribed time frames;
- Support the STRAP Security Officer, undertaking induction processes, ensuring all Counter Terrorism Intelligence staff are cognisant and in compliance with Systems Security Operating Procedures (SyOPs);
- Conducting reviews of Counter-Terrorism Intelligence decision-making and associated rationales to ensure that the correct outcome is determined and recorded with sufficient detail;
- Ensuring that audited data is collated, recorded and returned to CTPHQ in the form of Intelligence Capability Assurance Reports on a monthly basis;
- Audit compliance with SyOPsand force policy across Counter Terrorism Intelligence estate, creating assurance reports for responsible parties within BTP and CTPHQ (i.e. CT Intelligence Manager, ACC, CC, National Audit);
- Monitoring external developments in assurance and compliance activity within counter terrorism police that may affect BTP, advising Counter Terrorism Intelligence management of the need for change;
- Through audit and compliance activities concerning the management of counter terrorism intelligence, identify and communicate best practice developed within the BTP for the benefit of the CT Network;
- Producing management information in relation to business assurance activity and findings within Counter Terrorism Intelligence;
- Identifying and addressing any departmental performance issues, providing findings within concise reports, and supporting the Counter Terrorism Intelligence manager in developing options and implementing agreed plans to address them;
- Ensuring that Emerging and Residual Threat (ERT), Residual Subjects of Interest (RSOI) and locally managed nominals are effectively managed through 'triggered reviews' in line with the National Framework;Attending and representing the BTP at national CTPHQ Intelligence Capability Assurance meetings;
- Undertake physical security reviews, with the assistance of the BTP OPSY and CTP HQ IA team, and implement subsequent security recommendations.

E Decision Making

Make decisions

Identify and promote best practice in application of business and information assurance.

Significant say in decisions

Responsibility for compliance and assurance functions, including presentation of findings and resolution of required improvements to intelligence management.

Significant say and influence in application of ISO27002 standards within BTP.

F Contact with Others

Internal

Counter Terrorism Intelligence manager, Counter Terrorism Intelligence staff, ACC (Specialist Operations), BTP Information Management Unit, BTP Operational Security Advisor (OpSy).

External

CTPHQ Intelligence Capability Assurance (and regional units), CTP Internal Audit, National Data Management Centre (NDMC), UK Intelligence Community (UKIC).

G Essential Criteria

Qualifications and Training:

- Educated to Degree level;
- Completed Core, Assessor and Record Manager courses for the use of the National Common Intelligence Application (NCIA), or prepared to complete within 6 months of taking up post;
- Trained in the application of National Indexing Standards and Procedures (NISAP) or prepared to complete within 6 months of taking up post.

Experience:

- Evidenced experience within a relevant role (for example roles involving intelligence management, analysis, assurance, audit & compliance, or office management);
- Proven track record in undertaking research on police systems;
- Experience of handling and managing sensitive information.

Skills:

- Ability to work on own initiative, with limited supervision;
- Excellent interpersonal skills with a proven ability and confidence to network, negotiate and persuade senior officers/mangers in a professional manner. Working successfully with stakeholders and customers to ensure the successful delivery of change, implementation of standards and to influence decision making;
- Advanced IT skills in Microsoft Word, PowerPoint and Excel, including the design of templates and Macro automation.
- Excellent written and verbal communication skills:

- o Effectively produce a range of complex and high-level reports to a varied audience, adapting style to suit needs.
- o Communicating with mixed audiences using a variety of media.
- o Influencing and persuading employees at all levels.
- o Negotiating and consulting around analytical support and terms of reference.

Excellent time management, managing and prioritising work against competing demands.

Knowledge:

- A good understanding of existing priorities, threats and risks and, a solid thematic understanding of the issues confronting the CT Network;
- Knowledge of the Government Classification Scheme and associated policies;
- Ability to produce written reports to a high standard and communicate findings to senior leadership;
- Excellent ability to manipulate and analyse datasets from a range of systems;
- Knowledge of Management of Police Information principles.

Desirable criteria:

Qualifications and Training:
- Academic qualifications in a crime / security related field;
- National Intelligence Analyst Training (NIAT);
- Existing Security Clearance (SC) or Developed Vetting (DV).

Experience:
- Experience in a police CT intelligence unit;
- Experience of the application of the Intelligence Handling Model (IHM);
- Experience of compliance and assurance functions within a policing environment;
- Previous experience in a supervisory or leadership role.

Skills:
- Working knowledge of Microsoft Access (or similar).

Knowledge:
- A good understanding of the receipt and evaluation of information and intelligence in line with the National Standards of Intelligence Model (NSIM);
- Have an awareness of the Cabinet Office Security Policy Framework;
- Awareness and understanding of ISO 27002.

H Additional Information

The post requires access to the most sensitive intelligence material on a daily basis. Applicants must hold or be prepared to undergo Developed Vetting (DV) as a condition of taking up the post.

Additionally, as the post holder will have access to material that is of particular sensitivity, the role is restricted to UK nationals. In approved circumstances dual nationals (of which one element is British) may also be granted access. However, in the event that potential conflicts of interest cannot be managed the post holder will not be able to see the intelligence material and will not be able to perform their duties. For the purpose of safeguarding national security and in line with Cabinet Office Policy, supported by Section

82(2) to (4) of the Police Reform Act (2002), applicants who do not hold or acquire Developed Vetting (DV) clearance and meet the nationality requirements cannot be offered the post.

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: REWARD TEAM

Date:30/03/2021