

## Job Description

<b>A Post Details</b>	
Job Title: <b>Public Order Intelligence and Briefings Officer</b>	Grade: <b>A006</b>
Department: <b>Event Planning and Strategic Oversight Unit (EPSOU)</b>	Division: <b>E</b>
Reports to: <b>Force Events and Public Order Sergeant</b>	Contract Type <b>Permanent Select</b>
Level of Vetting: <b>Security Check</b>	Numbers in Post: <b>1</b>
<b>B Purpose of the Post</b>	
<p>The purpose of the post is to identify and develop intelligence and information sources by initiating enquiries through overt or covert deployment related to all public order, public safety matters. The post holder will gather, evaluate, appropriately disseminate and develop information and intelligence to inform and support both overt and covert policing activity up to NIM level 3 ensuring the appropriate management of risk and threat factors.</p> <p>Working pro-actively by yourself or with the team you will form part of the intelligence arm of the EPSOU working major events across the forces jurisdiction and in collaboration with both home office and none home office police forces.</p>	
<b>C Dimensions of the Post</b>	
<ul style="list-style-type: none"> <li>Financial: the postholder will have no financial responsibilities.</li> <li>Staff Responsibilities: the postholder will have no line management responsibilities.</li> </ul>	
<b>D Principal Accountabilities</b>	
<ul style="list-style-type: none"> <li>Development of information and identification of intelligence gaps within Public Order, Public Safety to produce actionable intelligence reports for dissemination.</li> <li>Undertake intelligence enquiries utilising approved operational tactics in line with current legislation, stated cases and guidelines such as RIPA, ECHR, R v Johnson with a view to developing intelligence, in support of operations and events.</li> <li>Analyse information, investigate, develop, plan and pursue the correct course of action to support information received, seeking a variety of sources to corroborate the information, identify relevant detail and build a comprehensive picture to make recommendations in regard to Public Order, Public Safety.</li> <li>Prepare intelligence products to a high standard and deliver briefings to a variety of audiences in support of Public Order, Public Safety matters.</li> <li>Maintain and develop close liaison with other departments, offering support and guidance to front line officers in assistance with intelligence-led event and public order planning.</li> </ul>	

- To maintain and develop close liaison with other police forces and agencies intelligence development officers to ensure best practice is sustained.
- Partnerships – To develop and maintain a broad range of relationships, internal and external to BTP, to ensure opportunities to share intelligence and collaborate are maximised; to participate in regional and national meetings, where necessary.
- High-risk intelligence – To support the effective management of high-risk/fast-time intelligence (e.g. Threats to Life, Firearms, Public Order reporting etc) in accordance with legislation and local policies.
- To collate, analyse and evaluate intelligence from all sources in order to reach well-reasoned conclusions and produce accurate and detailed reports to directly influence Public Order, Public Safety events in support of the Force Events and Public Order Sergeant.
- In the event of a critical incident or high-risk events, the postholder will be specifically assigned to provide on-going intelligence and briefings for escalation, onward briefing and to determine resourcing needs and to assist senior command with determining resourcing requirements.
- Liaise and communicate with the Force Intelligence Bureau (FIB) before, during and after an event to ensure that real-time intelligence is available at all stages of the planning process, including post-event debriefs.
- Assess, identify and grade high-risk events detailed on the Force Events Calendar and escalating this to the Force Events and Public Order Sergeant for further consideration, action and escalation.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Support the intelligence cell function for events that impact the force. This will involve some travel around England, Scotland and Wales with overnight stays required and amendment to working times.

## **E Decision Making**

Whilst overall decision-making rests with the respective Commander/Force Events/Line Manager, the postholder will be expected to utilise the National Decision-Making Model to make timely decisions that are justified, proportionate, necessary and lawful in regards to what public order public safety intelligence impacts the force.

## **F Contact with Others**

## Internal

Frontline officers across different functions, Senior Command Teams, BTP Special Branch and Specialist Operations, Force Analysts, Researchers and Intelligence development officers, Collators, DIB Managers/Supervisors, NPT and all front line officers and other departments including CID, Media and Marketing, Divisional Operational Teams, FIB and Force wide Briefing Officers.

## External

MPS and other Home Office Forces, National Crime Agency (NCA), NPOCC, TOC,s, Network rail and Government agencies.

## G Essential Criteria

### Qualifications and Training:

- Educated to minimum A Level (or equivalent standard) and/or proven experience in a role which involved considerable briefing delivery and creation and handling sensitive information.
- Understanding of the National decision-making model (NDM)
- Understanding of Government Security Classifications

### Desirable

- College of Policing Intelligence Professionalisation Programme (IPP) Qualification and continued IPP compliance.
- Trained to use the Police National Database System (PND) and PNC trained.
- Trained to use the MPS Briefing System (METBATs) and Custody Imaging CRIMINT Intelligence System.
- Recognised training in conducting open source research.
- Recognised briefing and/or training qualification.

### Experience:

- Experience of researching information from a variety of sources and delivering timely and informative briefings both verbally and in writing.
- Experience of interrogating, maintaining and utilising data on a variety of computerised systems (e.g. Microsoft Word, Excel, Teams and Outlook).
- Proven experience of preparing detailed reports, briefings and presenting information in other formats. Substantial experience working with a variety of IT systems and databases, including Microsoft applications (including Word, PowerPoint, Excel and Teams).
- Successful record of meeting challenging timescales and deadlines, whilst prioritising and multi-tasking.

- Outstanding ability to work independently whilst working collaboratively within a team.
- Proven experience of proactively networking with crucial stakeholders whilst building and maintaining positive and mutually-beneficial working relationships.

#### Desirable

- Experience of intelligence-related work in a law enforcement or research/intelligence environment.
- Experience of interrogating BTP Force Systems (particularly NICHE and Control Works).
- Experience of working in an (operational) event planning environment and providing direction in the event of a time critical incident or event.
- Experience in Event safety
- Experience in Public Order, Public Safety policing

#### Skills & Knowledge:

- Excellent IT skills and systems proficiency (including Microsoft Word, Excel, Teams and PowerPoint).
- Able to think critically (and creatively) when assessing information and problem-solving to successfully respond to complex briefings or issues.
- Exercises a high degree of organisational ability and attention to detail, working with speed and accuracy under pressure and managing tight timeframes and stakeholders appropriately.
- Self-motivated and works unsupervised under own initiative, whilst also able to work efficiently and effectively with others, demonstrating an awareness of individual differences and providing support when required.
- Has excellent written and communication skills and able to condense information into short, succinct, understandable and meaningful summaries.
- Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.
- Seeks to develop own knowledge to increase effectiveness and willing to learn from others to ensure work is highly-effective and supports the wider function.
- Can appropriately prioritise and plan own work whilst exercising a high-level of personal integrity and discretion.
- Has a good understanding of the Data Protection Act, MOPI (Principles of Management of Policing Information) and GDPR legislation, in addition to the Human Rights Act.

#### Desirable

- Has a good understanding of the Police National Guidance and BTP's policies regarding intelligence gathering and dissemination.
- Good working knowledge of the National Intelligence Model (NIM).
- Has current working knowledge of (operational) event planning within a policing context.
- Has a strong understanding of internal BTP systems and operational/planning units and their subsequent roles and responsibilities.
- Can update relevant Force Intranet Pages.

#### H Additional Information

- Due to the role's nature, the postholder will need to take a flexible approach to working hours and locations where business needs dictate including some overnight stays.
- Post holder will be required to attend some residential training courses
- To ensure the function is high-performing and fully-effective, the ideal candidate will be open to and committed to continuous personal and professional development.

**For Panel to complete only:**

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

**Panel Approval:** (this will only be signed off once the job has gone through the Job Evaluation Panel)

**Date:** Click or tap to enter a date.