

## 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:	Collator	Current Grade:	
Department:	Territorial Policing	Area:	B, C, D Div
Reports To:	Station Commander (Police Inspector)	No of Posts:	TBC
Level of vetting:	MV	Post Number:	TBC

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

To gather, evaluate, analyse and disseminate and develop confidential information and intelligence to inform and support local operational decision making processes, within the Neighbourhood Policing Teams. Ensuring compliance with intelligence, information protocols and policy. Dissemination to Home Office police forces, Train Operating Companies and BTP sources;

Will liaise with external key stakeholders e.g. Home Office police forces and Train Operating Companies, to build effective and long lasting relationships together with BTP internal stakeholders e.g BTP Intelligence Development Officers (IDO), to ensure policing deployments and operations are directed to achieve maximum impact, and sources of intelligence and information are credible;

Will research and prepare relevant briefings for Neighbourhood Teams and stakeholders, to ensure local operations are directed to key local priorities, as well as national priorities as well as generating intelligence submissions using BTP systems, PNC and PND for research. The Collator both reviews historic, and gathers forward facing intelligence, working collaboratively with internal/external agencies at a local level to inform and direct management in support of BTP's objectives and priorities;

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

#### Financial – Direct or Non-Direct

None

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

None

#### Any Other Statistical Data

None

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

Collate and produce monthly Intelligence briefings and crime mapping for the Station Commander to use in stakeholder monthly meetings;

Research and analyse crime patterns, emerging threats and risks to the railway community, and consider advising stakeholders on appropriate courses of action;

Routinely prepare police circulations, briefings and make decisions with intelligence from Body Worn Video footage, CCTV and Home Office briefing sources and cascade to officers in the appropriate format;

Prepare and present appropriate information to Police and Communities Together (PACT) meetings and where necessary facilitate questions and discuss Problem Solving Plans and initiatives;

Support station commander in developing and managing problem solving plans (PSP)

Produce weekly THRIVE (Threat, Risk, Harm, Intelligence, Vulnerability, Engagement) based internal Briefings; twice monthly briefings to Industry and maintain a briefing audit system for recall;

Develop and compile a directory of local security initiatives and agencies, to maximise the impact of Neighbourhood Policing and advance/progress effective relationships with agencies;

Source Custody Records, Custody Images, locate information on PND and PNC, send ID soughts to relevant agencies;

Produce Arrest packs for local Officers, assisted by PNC/PND access and ad hoc requests for information;

Prepare, develop and utilise current intelligence gathering techniques to brief Network Rail and Train Operating Companies, with the intention to enable greater intelligence gathering from key stakeholders to fill intelligence gaps;

Comply with Information Sharing Agreement governance (if applicable), Data Protection and MOPI principles;

Routinely prepare and present crime analysis to Neighbourhood officers and to other BTP operational departments, including all officers, Railway Safety Accredited Staff, external stakeholders, staff and management through effective presentations and written reports;

To maintain and develop close liaison with other police forces and external contacts for the purpose of data sharing and analysis;

Evaluate and assess information gathered by whatever means but in particular those generated on the force Intelligence briefing system, to assess its usefulness and prioritises information for action

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and disseminate appropriately;

Prepare and present briefings to a variety of audiences;

Carry out all necessary transactions to ensure that intelligence is appropriately sanitised, security placed at the appropriate level and relevant actions carried out.

**E. DECISION MAKING:**

**Make decisions**

The post holder will be expected to utilise the National Decision Making Model to make timely decisions that are justified, proportionate, necessary and lawful;

The post holder will be expected to take a balanced and objective view of risk in relation to their activities, identifying threats to the safety of self/others and consider organisational risk in relation to proposed activities;

The Post holder will use relevant intelligence and information protocols and policy to determine, what can be shared with particular stakeholders. It will be expected that they will have the knowledge and ability to prepare information for cascade;

Make assessments and decisions around priority, value and suitability of information and develop intelligence with a view to appropriate dissemination to relevant audience;

Decide on content for THRIVE briefings and disseminate to internal/external police officers to inform and support local operational requirements.

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

**Internal**

Intelligence and operational staff across the force, such as Field Intelligence Officers, Operational Support Unit officers, Force Intelligence Bureau, Financial Investigators, other internal departments including front line officers, NPTs and CID.

The Post Holder will be required to give formal presentations and briefings to local officers and stakeholders, Divisional Managers, Station Commanders and Department Supervisors; Liaison with PNC Bureau staff, Intel Practitioners, FIB, Technology, Territorial Policing, PSP Champions, SPMH and Information Management

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

**Essential Criteria:**

**Qualifications and Training:**

Five GCSEs (or equivalent) A-C grade

**Experience:**

Previous experience of working within an Intelligence/Policing environment;  
Good knowledge of Information Sharing and Data Protection;  
Experience of driving good working relationships with partner agencies;  
Preparing reports/briefings to an excellent standard and ability to communicate effectively with people at all levels;  
Experience in handling intelligence, creation of intelligence reports and dissemination  
Experience in giving presentations to a varied audience, both informally and formally.

**Skills:**

High degree of emotional awareness; stakeholder management skills; understanding of current strategic changes to the operational climate and a high degree of tact and diplomacy;  
IT skills including Microsoft Office programs and other databases and systems;  
Excellent written and verbal communication skills;  
Self-motivated with excellent planning, organising and problem-solving skills;  
Ability to speak confidently in front of an audience;  
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;  
Basic skills in research and analysis

**Knowledge:**

Good understanding and awareness of: National Intelligence Model (NIM), Data Protection Act 2018, Management of Police Information (MOPI), Police National Database (PNC)

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**Desired Criteria:**

**Qualifications and Training:**

NICHE training or crime/intelligence system equivalent  
Police National Computer (PNC)  
Police National Database (PND)  
Advanced Microsoft Office (Word, Excel, PowerPoint)  
Data Protection foundation training  
School Liaison training  
Disclosure training  
Cleared and security vetting to Management Level (MV)

**Experience:**

Previous experience in using Police/Intelligence IT systems  
Previous experience in Police environment  
Knowledge of law enforcement practices  
Policing the railway network

**Skills:**

Ability to address external stakeholders and represent BTP

**Knowledge:**

Knowledge of MOPI practices; Police/Intelligence systems; Information Sharing

- 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.*

High levels of personal integrity, discretion, tact and diplomacy are required for this role and the post is subject to a security vetting process;  
The Post Holder will be required to attend various 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;  
Ability to represent BTP within key stakeholder environment and an awareness to the existing relationships between BTP and Stakeholders

**I. AUTHORISATION DETAILS**

Prepared By: Premita Nilmadhub-Watson

Date: 17/10/2019

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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