



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

AREA/DEPT: Counter Terrorism Policing North West

FAU:

SECTION:

JOB TITLE: **INTELLIGENCE RESEARCHER**

REPORTS TO: Intelligence Analyst

CURRENT RANK/GRADE: **C**

DATE: December 2018

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To be an integral part of the intelligence unit responsible for providing Counter Terrorism analytical direction on strategic, tactical and emerging issues enabling Senior / Chief Officers at relevant forums / Tasking and Co-ordination meetings to set policing priorities for National Security issues (Level 1, 2, and 3).

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- (a) To provide research support in all aspects of Counter Terrorism (CT) policing and incident investigation at Tasking and Co-ordinating meetings, or other management meetings in respect of specified counter terrorism operations / investigations.
- (b) To scan, collate, and evaluate data from various sources including crimes, incidents, intelligence, witness statements, forensic reports, communications data and financial records to identify and effectively manage problems, patterns, trends, or series of offences in order to ensure the prioritisation and direction of CT police resources at both tactical and strategic level.
- (c) Identify and research data in relation to problems / patterns / trends / series / emerging issues in relation to matters of National Security, where appropriate, for further analysis by the Analyst.

- (d) Identify nominals and groups who are linked to various types of terrorist activity relating to International Counter Terrorism, Domestic Extremism, Counter Espionage etc., in order to produce analytical products / briefings.
- (e) Contribute to Counter Terrorism (CT) briefings for inclusion on Corvus or NCIA in relation to CT intelligence issues in order to enhance intelligence gathering.
- (f) Prepare and deliver intelligence research findings and intelligence gaps in the form of presentations as required, individually and to support the Analyst to produce and deliver analytical products to present to Chief / Senior officers at Tactical Tasking and Co-ordination Group Meetings (TTCG) to aid direction of CT resource deployments.
- (g) Deputise for the post of Analyst including the production of Tactical Assessments to present at the Tactical Tasking and Co-ordination Group Meeting, as and when required.
- (f) When appropriate, prepare evidence and statements of evidence for submission to a court of law and attend court as a witness if required to assist in the Criminal Justice process.
- (h) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management issued by the College of Policing including Home Office Code of Practice on MoPI.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

To be fully conversant with the National Intelligence Model and its practices to be able to work within the Intelligence function.

Proven research skills in order to gather information from open and closed sources to support the overall analytical product.

Competent in relevant Force / National IT systems, such as NCIA, i2, iBase, Niche, Corvus, PNC, PND, Storm, Holmes II, Delphi, Socrates, Northgate XD, Microsoft Office applications and have the motivation to learn new IT systems and software when implemented. Competent in the use of the Internet, including social media.

Understanding of the National Intelligence Report including its grading (3x5x2) and the submission of self-generated intelligence to the intelligence system.

Proven ability to communicate both verbal and written to be able to deliver findings.

To possess effective visual communication skills in order to facilitate the presentation of complex data in a simple and understandable format.

To have a high level of interpersonal skills with the ability to deal with people at all level of the organisation and external agencies in order to develop a two-way exchange of intelligence and information.

Be self-motivated and able to use own initiative with the ability to plan and organise workload following direction from the Analyst.

To have an overview of procedures and ability to understand legislation and guidelines. (e.g. MIRSAP guidelines where necessary).

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

The post holder will report directly to the Analyst and liaise daily over issues involving the action of intelligence / forensic data highlighted, and responding to the priorities set at Tasking and Co-ordination Group Meetings.

The post holder will be expected to use own initiative and work with minimum supervision.

(c) Other Contacts:

(i) Within Merseyside Police:

Regular communication with Police Officers of all ranks and Police Staff of all grades within local policing areas / Departments / Agencies regarding local and / or cross border national security intelligence matters.

(ii) **Outside Merseyside Police:**

As and when required contact with other Intelligence Units / Departments / Agencies regarding cross border National Security intelligence issues.

As and when required contact with other forces, outside agencies, including all Counter Terrorism Policing units, Security Service, UKBF, BTAC, local authorities and DWP to exchange intelligence / information where appropriate.

5. CONTEXT:

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

Deliver a high quality of service to all customers who will include personnel from other Forces, as well as those from external agencies.

The post holder will work within the Force Flexi-time Scheme but should have a flexible approach to working hours. There may also be a requirement to work at other locations within the Force geographical area

Key customers include Analysts, Management, Operational Officers, and Police Staff and outside agencies.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Work in accordance with National Intelligence Model.

The post holder should ensure that the working practices of the Department are in line with legislation covered by the Regulation of Investigatory Powers Act, European Convention of Human Rights, Health & Safety, Data Protection, MOPI, GPMS, Employee Regulations and Discipline Codes.

Other legislation, Codes of Practice and Force Policy relevant to the role.

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: N/A

Other: If intelligence / forensic research data is not researched in an accurate and timely manner, it will have a direct impact on the ability of Senior Managers to prioritise and allocate resources effectively.

Failure to do so could result in wasteful use of police resources and make the Force vulnerable to litigation

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

To maintain a high-level quality service that provides intelligence products in order to add value to the CT policing response within Merseyside in line with the National Intelligence Model.

Conduct research that is innovative and meets necessary deadlines for changing priorities within a dynamic environment utilising all the internal / external system applications.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The Post Holder must maintain confidentiality and trust at all times and on all matters and may on occasions be required to deal with issues of a sensitive and / or confidential nature.

This post is subject to an advanced level of vetting and the post holder must be Developed Vetted which is subject to review every 7 years.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, challenge inappropriate conduct and recognise differences in needs, perspectives, backgrounds and cultures.

Possession of a full driving licence is desirable to allow travel between departments / external agencies as required.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn