BRITISH TRANSPORT POLICE

JOB DESCRIPTION

Before completing this form, please read the BTP *'Guide to writing job descriptions for Police Staff roles'* document.

A. POST DETAILS:

Job Title:	Intelligence Development Officer	Current Grade:	A006
Department:	PSD Intel Unit	Area:	Force Headquarters
Reports To:	PSDIU Detective Sergeant	No of Posts:	1 x Permanent
Level of vetting:	Management Vetting (MV)		

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

Intelligence Development Officers support several functions of the PSDIU; these functions include covert intelligence management (CIM), sensitive intelligence development (IDU), covert operations and product management, all matters relating to lawful business monitoring and audit and governance.

IDOs within the PSDIU manage various forms of risk related intelligence, including developing, parallel sourcing and briefing risk related intelligence within the Force whilst protecting the source of the information.

The primary purpose of the intelligence officer is to identify, exploit, manage and develop covertly obtained material, fulfilling intelligence objectives in accordance with operational, departmental and strategic priorities, and conducting intelligence enquiries within a framework to effectively manage organisational risk.

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

Financial – Direct or Non-Direct

Non-Direct

To highlight any intelligence / information sources to help fulfill intelligence objectives prior to covert deployments, thus ensuring the most effective and efficient use of covert tactics. The appropriate management of information within regulation or legislation in order to protectthe force against civil claims, employment tribunals and compensation claims.

Staff Responsibilities – Direct or Non-Direct

Non-Direct

To support and where appropriate, manage live covert intelligence cells (e.g. Covert Monitoring Posts, surveillance & technical deployments).

Experienced staff members to support the unit manager in coaching and mentoring junior staff members within the CIM function.

Any Other Statistical Data

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

Analyse information, investigate, develop, plan and pursue a course of action in line with the operational / strategic objectives, seeking and collating overt and covert intelligence in order to build a comprehensive picture of the criminality or corruption; where appropriate, to identify and communicate operational / intelligence crossovers to better inform tactical resourcing decisions.

To securely receive, scan, assess, sanitise and disseminate sensitive intelligence in accordance with legislation, operating procedures and the Information Handling Process, ensuring that sensitive intelligence is briefed whilst minimising risk; where appropriate, to identify and communicate relevant intelligence to the unit manager/ stakeholders.

To identify and interrogate overt and covert datasets, collating information/ intelligence and presenting within an appropriate format; to fuse and overlay overt and covert intelligence to present an enriched intelligence picture and where appropriate, to identify new sources of information to support operational/ strategic intelligence requirements.

To prepare intelligence packages to a high standard and to deliver briefings to a wide variety of audiences in support of operations/ investigations; to utilise skills and training to sanitise and produce briefings with appropriate GPMS gradings.

Covert operational support – To process, develop, research, sanitise and brief intelligence arising from covert deployments in accordance with operating procedures; to support operational requirements by working within / managing live intelligence cells and technical observation posts and/or providing live fast time intelligence support.

To undertake intelligence enquiries utilising approved overt and covert operational tactics in line with legislation, stated cases and guidelines such as RIPA, ECHR, R v Johnson with a view to developing intelligence in support of operations / investigations; to operationally support covert units including the Force surveillance team, Dedicated Source Units, Level 2 Technical Support Unit, Prison Intelligence Officers and other PSD units around the country.

Lawful Business Monitoring- single point of contact for force LBM matters working with the information security unit to provide appropriate access to force information. Preparing applications and managing product obtained through analysis and presentation of items supporting investigations. Parallel sourcing of information obtained through interrogation of internal and external systems.

Risk management: To assist the PSD in managing risks associated with covert intelligence, corruption, conduct and complaint matters by ensuring intelligence enquiries are conducted within agreed processes / procedures and by ensuring decisions are rationalised against threat, harm and risk; where appropriate, to communicate risk related issues to supervisers and work alongside the management team to mitigate risk.

Counter corruption and internal governance- To support BTP, regional units and the National Crime Agency in managing the threat and harm posed by organised crime groups and corruption by ensuring that intelligence is evaluated and shared appropriately; where relevant, to brief relevant stakeholders on new criminal methods / tactics identified from sensitive intelligence and to ensure intelligence is sanitised and provided into the overt environment where appropriate.

To maintain and develop close liaison with other departments and Counter Corruption Units, PSDIU's ensuring that intelligence is effectively shared; to attend relevant operational / tactical meetings internal and external to BTP.

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E. DECISION MAKING:

Make decisions

Staff are required to make decisions on the sanitisation, sensitivity and dissemination of sensitive intelligence; decisions will influence the content, scope and dissemination of sensitive intelligence into the wider environment, thus impacting the overall intelligence picture, resourcing decisions and the assessment of risk.

Where a post holder is involved in supervising a live intelligence cell, they will be required to make decisions around the research and intelligence enquiries arising from the information gained from the covert deployment; this will also include high risk issues (e.g. reputational risk to the organisation, the sharing of sensitive police information with OCG's and corrupt practice) and as such the post holder will be required to be accountable and rationalise their decision making, ensuring agreed processes are adhered to.

Significant say in decisions

The post holder will recommend, influence and negotitate with relevant stakeholders the deployment and use of operational resources (e.g. surveillance, technical observations posts etc) in order to develop and parallel source intelligence.

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

Internal

PSD managers (PSD Unit Manager, Head of Covert Policing, Director of Intelligence)

Covert departments (CIU, TSU, DSUs), Confidential Unit and SB

Intelligence practitioners working within the unit, FIB, AIBs including FIOs and TSU officers

FCRL staff

CID teams and OIC's, divisional commanders, SMT and FMT.

BTPA

External

Law enforcement agencies - PSDIU, Intelligence bureaus & specialist units

NCA Anti Corruption unit

South East Region Anti Corruption Group (SERACG)

Partner agencies including Network Rail, TFL and others

Local Authority Departments (e.g. Council, NHS and others)

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

Essential Criteria:

Qualifications and Training:

Five GCSE (or equivalent). A - C grades in English is essential.

The post holder must have, or accept to attend, various foundation courses within intelligence (e.g. intelligence specialist course)

Current UK driving license

Experience:

Previous experience of working as a researcher or an intelligence professional within an intelligence environment or previous experience of working as an investigator within intelligence / covert policing.

Previous experience of writing reports

Skills:

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.

Communicates in a clear and concise manner. The post holder will be expected to attend internal / external meetings and to brief / debrief relevant stakeholders.

Good written communication skills with the ability to prepare operational briefings to a high standard; the post holder will be accountable for the sensitivity of the document and as such, will be responsible for sanitising content in line with GPMS handling conditions.

Computer literate with good IT skills and the ability to use MS Office packages. The post holder will be expected to have a high degree of familiarisation with internal / external databases for the purposes of research and parallel sourcing.

Effective problem solving skills and an inquisitive mind.

Prioritisation skills to manage time and workload. The post holder must be able to evidence the ability to manage a demanding workload.

The ability to work within a high pressured environment and to quickly adapt to changing priorities.

Self motivated and maintains a flexible approach towards working hours and practices in order to meet operational demands.

The ability to conduct enquiries with a high level of integrity and discretion.

Ability to negotiate and influence stakeholders including managers and senior detectives

Knowledge:

Working knowledge of the National Intelligence Model (NIM) and the functions within; the post holder must demonstrate a good level of understanding of managing and sharing intelligence through the 5 x 5 x 5 process.

Working knowledge of the Government Protective Marking Scheme.

Working knowledge of RIPA (Regulation Investigatory Powers Act 2000), Human Rights Act, Criminal Procedures and Investigations Act 1996 and other relevant intelligence related legislation.

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Desired Criteria:

Qualifications and Training:

Qualifications relevant to intelligence led policing (e.g. Intelligence officer course, open source course and others)

Authorised to drive Police vehicles

Accredited in managing specialist products (e.g. Lawful Intercept, Covert Monitoring Post)

Experience:

Previous experience of working within covert policing or handling covert intelligence

Previous experience of producing RIPA applications (e.g. communications, surveillance)

Skills:

Knowledge:

Knowledge of law enforcement techniques and codes of practices.

Knowledge of disclosure including legislation, preparation of sensitive schedules and best practice.

Knowledge of current communication methods (e.g. VOIP, IP applications)

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.*

The post involves regular contact with intelligence that holds a level of risk. The post holder must be comfortable working within a risk related environment in both live operational phases and day to day business. Some operations require the post holder to work within a high pressured environment, working towards tight deadlines.

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 including working early / late shifts and weekends. There may be a requirement to work at other locations throughout the force.

Due to the nature of the work, high levels of personal integrity and discretion are required. Post holders are unable to discuss covert intelligence / operations outside of the operational parameters. The posts are subject to security vetting processes and anti corruption checks.

The post holder will be required to attend various courses, residential / non-residential, which the force identifies as being necessary.

For certain longer term covert deployments, the post holder may be required to undertake a hearing test.

I. AUTHORISATION DETAILS

Prepared By:	DS Craig Payne	Date:	August 2014
Area Commander /FHQ HoD:		Date:	