**Job Description**

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| A Post Details | |
| Job Title: Real Time Intelligence Researcher | Grade: **A005** |
| Department: Real Time Intelligence | Division: **A** |
| Reports to: RTI Supervisor | Contract Type: **Permanent** |
| Level of Vetting: Management Vetting | Numbers in Post: **15** |
| B Purpose of the Post | |
| Provide a 24/7 real time intelligence capability by carrying out high quality and timely research from various internal and external sources in connection with the operational requirements of the real time intelligence function across the force. | |
| C Dimensions of the Post | |
| Financial – Direct or Non-Direct  None.  Staff Responsibilities – Direct or Non-Direct  Non-Direct - Mentoring, advice and guidance to new real time intelligence researchers as required by the department manager. | |
| D Principal Accountabilities | |
| * Research and develop intelligence/information within Force systems to support real time incidents. * Identify intelligence gaps and proactively develop any issue or ensure that the matter is recorded and the appropriate person has been informed in order to direct Force resources. * Provide specialist research capability including collecting, collating and evaluating information from a wide variety of sources at a tactical or operational level. * Provide preliminary development of intelligence in support of major/serious or critical incidents. * Prepare and deliver research summaries and findings, either written or verbal, to clearly and accurately inform decision making. * Provide support to other specialist research teams for real time incidents as directed. * Create and update markers, flags and alerts within relevant systems to mitigate immediate risk. * Develop and maintain relationships with colleagues and partners, such as liaising with other agencies in order to support information sharing and collaborative working. * Compile briefings for the briefing system in respect of real time incidents or as directed. | |
| E Decision Making | |
| The post holder will be required to use their own initiative and work with minimal supervision, making daily decisions on how research requests are progressed and results disseminated.  The post holder will also be required to assess when high-risk issues require escalation to supervisors for further action. | |
| F Contact with Others | |
| Internal  Contact with BTP officers and staff at all ranks and grades.  Regular contact with front line officers/investigators, contact handling officers and staff, PNC Bureau and other intelligence units.  External  Develop and maintain relationships externally to facilitate the effective sharing of intelligence with other forces, law enforcement agencies and other relevant partners.  Be in regular contact with counterparts in other forces, agencies and partners in order to exchange information and products, and to work collaboratively on research products as appropriate. | |
| G Essential Criteria | |
| Qualifications and Training:   * Educated to GCSE level or equivalent.   Experience:   * Experience of communicating effectively and of undertaking research.     Skills:   * Good written and verbal communication skills with the ability to listen to others and communicate research in order to ensure understanding. * Ability to research and assimilate large volumes of data and prepare and produce summaries of research findings. * Ability to identify gaps in knowledge and develop information/intelligence. * Excellent problem solving and creative thinking skills. * Ability to prioritise and plan own work and manage time effectively to meet objectives and deadlines. * Good team working skills demonstrating awareness of individual differences and providing support as required. * Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.   Knowledge:   * A high level of practical IT skills including a good working knowledge of Microsoft office programmes. * Awareness of relevant legislation including information handling and disclosure. | |
| H Desirable Criteria | |
| Qualifications and Training:   * Educated to A-Level or equivalent.   Experience:   * Previous experience working within a policing environment and knowledge of law enforcement techniques and practices. * Previous experience working with intelligence within law enforcement.     Knowledge:   * A good understanding of the remit of British Transport Police, of operational policing practices and the current national policing priorities. | |
| I Additional Information | |
| A flexible approach to both working hours and different environments and locations is required.  Some researchers in the Force may be required to work in a 24-hour shift pattern for which they will be entitled to an additional shift allowance to reflect the local circumstances of the role they undertake.  High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.  The post holder is required to consider every piece of information and make decisions regarding whether the information should be retained with reference to very complex legislation and guidance.  The post holder will be required to attend training courses, shadowing others and being shadowed where necessary.  Once implemented, all BTP researchers will be expected to meet the standards set by the College of Policing’s Intelligence Professionalisation Portfolio (IPP) and secure accreditation within a stipulated timeframe. | |
| 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. | |

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [**People & Culture Policy & Reward inbox**](mailto:HRBC-POLICY-ENGAGEMENT@btp.pnn.police.uk)

You will be advised of a panel date following receipt of the submission