BRITISH TRANSPORT POLICE

Job Description

A Post Details

Job Title: **Intelligence Systems Lead Practitioner**	Grade: A006
Department: **Intelligence**	Division: A
Reports to: **Force Intelligence Manager (DI)**	Contract Type: Permanent
Level of Vetting:**Security Check**	Numbers in Post: 1

Welsh language required**No**

B Purpose of the Post

The Intelligence Systems Lead is responsible for ensuring the operational integrity, development, and continuous improvement of systems within the Intelligence Department. This role acts as a link between technical teams, intelligence practitioners, and stakeholders to ensure systems are secure, fit-for-purpose, and aligned with organisational objectives.

C Dimensions of the Post

Financial – Direct or Non-Direct

- No budgets are controlled directly by the post holder.

Staff Responsibilities – Direct or Non-Direct

- Direct - Lead system-related briefings, workshops, and training sessions for intelligence staff.

Any Other Statistical Data

- The post holder records key data to support the departmental statistical requirements and produces monthly activity indicators.

D Principal Accountabilities

- Maintain and optimise all intelligence systems to ensure they are current, secure, and performing effectively. Oversee system performance and coordinate updates, patches, and upgrades as required.
- Collaborate with stakeholders to support the development of project plans, timelines, and resource allocations, ensuring alignment with operational and strategic objectives.
- Engage with intelligence officers, analysts, and Technology to gather system requirements and user feedback. Translate operational needs into clear technical specifications and actionable system enhancements.
- Ensure compliance with data protection legislation, security protocols, and operational standards. Support internal and external audits and reviews of system usage and data handling practices.
- Deliver training and guidance to intelligence staff on system functionality and best practice. Serve as the primary point of contact for system-related queries, troubleshooting, and user support.
- Support system change initiatives by identifying opportunities for innovation and improvement, ensuring changes are effectively scoped, tested, and embedded across the department.
- Contribute to planning by advising senior leadership on system capabilities, limitations, and future development opportunities aligned with intelligence priorities.
- Champion user experience and adoption, gathering feedback and driving improvements that enhance usability, efficiency, and confidence in system use.

E Decision Making

Make decisions

- Evaluate the activity of force practitioners against best practice, standard operating procedures, Policies and guidance.
- Prioritise system enhancements and issue resolution based on operational impact, user feedback, and risk assessments.

Significant say in decisions

- Influences decisions and contributes to policy development and operational standards.
- Contribute to force-wide digital transformation initiatives, ensuring intelligence systems are represented and aligned with broader organisational goals.
- Advise Senior Management on system access levels and permissions, ensuring appropriate controls are in place to safeguard sensitive intelligence.

F Contact with Others

Internal

- Frequent interaction with force practitioners to advise on tradecraft, standard operating procedures and policy.
- Intelligence Manager, Principal Analyst and Head of Intelligence.
- Liaison with Technology and project teams.

External

- Build and maintain relationships with other Law Enforcement tactical leads in Internet Investigation and Research.
- Represent the force on any relating working groups/meetings and conferences.

G Essential Criteria

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Qualifications and Training:

- Educated to minimum A level standard qualification or equivalent.

Experience:

Excellent interpersonal and communication skills in Welsh **No**

- Demonstrable experience in managing technical systems within a secure or intelligence-led environment.
- Demonstrable experience managing and maintaining operational systems, ideally within law enforcement, intelligence, or other secure environments.

- Experience working closely with multidisciplinary teams, including intelligence officers, Technology professionals, and external vendors, to deliver system improvements aligned with operational needs.
- Familiarity with intelligence platforms, secure databases, and data handling protocols.
- Experience providing user support and training, including developing guidance materials and troubleshooting system issues.
- Experience managing change within a technical or operational environment, including user adoption and process alignment.

Skills:

Excellent interpersonal and communication skills in Welsh **No**

- Strong ability to plan, execute, and oversee system-related projects, ensuring timely delivery and alignment with operational goals.
- Solid understanding of system architecture, data flows, and integration principles relevant to intelligence platforms and secure environments.
- Proactive approach to identifying issues, analysing root causes, and implementing effective solutions with minimal disruption.
- Excellent verbal and written communication skills, with the ability to translate technical concepts for non-technical stakeholders.
- Skilled in building relationships across departments and managing expectations to ensure collaborative delivery of system improvements.
- High level of accuracy in managing system configurations, documentation, and compliance requirements.
- Comfortable working in a dynamic environment with shifting priorities and emerging technologies.
- Ability to support and train users on system functionality, promoting best practices and confidence in system use.

Knowledge:

- In-depth understanding of systems commonly used in intelligence environments, data analysis platforms, and secure communication systems.
- Knowledge of relevant legislation and standards, including GDPR, data retention policies, and secure data handling practices.
- Familiarity with system design, development, testing, deployment, and maintenance processes.
- Understanding of system vulnerabilities, access controls, encryption, and incident response protocols.
- Operational Intelligence Workflows - Awareness of how intelligence is gathered, processed, and disseminated, and how systems support these functions.
- Understanding of how to work with external suppliers, including service level agreements (SLAs), procurement processes, and system support contracts.

Desirable criteria:

- Experience working within law enforcement, intelligence, or other secure government environments.
- Educated to degree level in a relevant subject.
- Involvement in multi-agency or cross-departmental system projects.
- Experience managing vendor relationships and service contracts.
- Exposure to operational intelligence workflows and data-driven decision-making.

- Ability to influence and lead change across technical and non-technical teams.
- Skilled in developing user guides, training materials, and system documentation.
- Competence in data analysis and reporting tools to support system evaluation.
- Strong organisational skills with the ability to manage competing priorities.
- Understanding of national intelligence frameworks and data-sharing protocols.
- Awareness of emerging technologies relevant to intelligence and law enforcement.
- Knowledge of business continuity planning and disaster recovery in system contexts.

H Additional Information

- 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 and work occasional evenings and weekends.
- The post holder may be required to provide resilience for other practitioners within the Force Intelligence Unit.
- High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.

For Panel to complete only:

Panel Approval: Jodie Childs 3661

Date:09/09/2025

Please submit with supporting documentation (organisational charts, job descriptions) via the Hub

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