



## JOB PROFILE

<b>POST TITLE:</b>	<b>Intelligence 24 Officer</b>
<b>GRADE:</b>	<b>D</b>
<b>DEPARTMENT:</b>	Protective Services
<b>RESPONSIBLE TO:</b>	Intelligence 24 Supervisor
<b>LOCATION:</b>	Hindlip
<b>JOB PURPOSE:</b>	<p>To provide a 24/7 'live-time' intelligence capability and enable the effective management of threat, harm and risk associated with</p> <ul style="list-style-type: none"><li>• live-time intelligence support</li><li>• live-time ANPR monitoring in line with national standards</li><li>• Daily Management Meeting</li><li>• intelligence-led live briefing</li><li>• out of hours capability for high risk intelligence requirements</li></ul>

### MAIN RESPONSIBILITIES:

1. To provide dynamic live-time intelligence, including supporting the OCC Inspector, Silver Cadre and Green Room as required. Completing relevant threat harm and risk assessments.
2. Monitor open and closed source intelligence 24/7, in support of ongoing operational incidents and emerging threats to include the requirement to provide intelligence and evidential packages as required.
3. To monitor Automatic Number Plate Recognition (ANPR) activations 24/7, in line with national standards. To provide specialist ANPR intelligence support to operational officers 24/7. To be responsible for fault monitoring of ANPR assets and escalating issues to contractors to maintain fully operational ANPR infrastructure.
4. To undertake daily comprehensive environmental scanning to produce accurate and timely documents for the Daily Management Meeting (DMM). To represent Intelligence 24 at the DMM, and publish completed DMM document following each meeting.
5. To be responsible for adding intelligence value to live-time briefing requests by undertaking specialist research of a wide range of open and closed source systems.

6. To be the initial contact point for operational officers for live-time checks on specialist systems, including open source, FLINTS, PINS, PND, NFLMS and VISOR.
7. To be the out of hours contact for all intelligence functions. This includes review, assessment and dissemination of high risk intelligence logs to ensure appropriate action taken in support of the Force. Carry out priority Police National Systems Bureau (PNSB) tasks out of hours and ensure appropriate action is taken where required to mitigate risk.
8. Attend court, where required, to assist in the smooth presentation of the facts of the case and offer expert police advice to the presenting counsel.
9. To undertake other duties commensurate with the nature, level of responsibility and grading of the post, as required.

<b>Special Conditions:</b>	Shift working including weekends and unsocial hours. The duties of this post involve viewing images of an unpleasant and/or sexual nature.
<b>Security level:</b>	Management Vetting

## BEHAVIOURS: PRACTITIONER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 1** of the CVF.

**PERSON SPECIFICATION:****Knowledge:**

- Educated to A Level / NVQ Level 3, or equivalent

**Experience:**

- Proven experience in handling information gleaned from a wide variety of sources and presenting findings in a variety of formats
- Experience of working as part of a team in a busy office environment

**Desirable:**

- Previous experience within a policing intelligence environment with recent usage of PNC and other intelligence systems would be advantageous

**Key Skills:**

- Good analytical skills including the ability to accurately assimilate and assess information and prepare intelligence reports
- Competent in the use of information technology, including Microsoft Office, spreadsheets and databases and the ability to interrogate computer systems
- Excellent administration skills and a keen eye for detail
- Proven ability to communicate both orally and in written form with a wide range of people and groups
- Ability to work with minimal supervision