

## Intelligence Support Officer Job Family – Technical

<b>Grade:</b> D		<b>Department:</b> Criminal Investigation Department
<b>Location:</b> Headquarters/Territorial		<b>Security Vetting:</b> MV
<b>Role Specific Requirements/ Restrictions:</b>	None	
<b>Role Specific Hazards:</b>	Display Screen Equipment, Headsets	
<b>System Access Requirements:</b>	PNC, PND, PNI, Information Assets, MyTrent Self Service, ANPR BOF Viewer, ANPR BOF Access, Pronto, Chronicle, Genie, Eclipse, Viper, Visor, Case Preparation, Working Time Recording, WinPak, Storm, QLX, BACS, QAS, External email, Protect, CLIO, Caseprep, Intelligence, Holmes, Intel, Custody, Crime, Briefing, CMS, Compact, Warrants	

### Role Purpose

#### Role Specific Tasks

1. To prioritise, quality assure, research, sanitise and accurately grade intelligence reports (3x5x2) in accordance with relevant and current legislation.
2. To manage the receipt and research of intelligence requests from other Forces, utilising all relevant databases, to collate and evaluate information found on specific nominals, providing verification of records where necessary.
3. To act as the single point of contact (SPOC) for internal and external enquiries on numerous business areas including PND, SOCA, CEOP, SCAS, Crimestoppers, Prisons, DWP, HMRC, IPS, UKCA.
4. To administer the Information Sharing Agreement Protocols (ISAP's) to facilitate the sharing of information and intelligence with other forces and agencies.
5. To provide timely analytical support to the crime desks within the Force's central Intelligence and Information Directorate to include research and interrogation of Force databases, open source research, compilation of briefing documents and any other tasks as requested in support of the tasking, coordinating and briefing process including any required administrative support.
6. To effectively monitor ANPR Systems within the Force and liaise with operational staff to take action where appropriate. This may also include the use of the Force radio channel and recording details on the Force Command and Control system and liaising with the FCC Inspector.
7. To provide live time intelligence to operational staff deployed to incidents.
8. To develop knowledge and understanding of legislation related to the Management of Police Information (MOPI), the Regulation of Investigatory Powers Act (RIPA) and the National Intelligence Model (NIM) and any other relevant legislation.
9. To be responsible for the security and integrity of confidential and sensitive data, and provide a clear audit trail for research and disclosure decisions, in accordance with current legislation.

#### Role Generic

10. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
11. To deliver advice and guidance to the point of resolution.
12. To undertake activities and administrative tasks as required.
13. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
14. To communicate effectively with internal and external customers.
15. To ensure force systems are maintained and updated effectively in line with business processes.
16. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
17. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

**To view descriptors of the level of responsibility required of this role please [click here](#).**

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

## Skills / Attainments [to be evidenced on application]

**Only evidence against these FIVE attainments on your application form**

1.	Must be able to research databases, and produce well-written summaries of complex data. <b>(E)</b>
2.	Must be prepared to work in an environment where confidentiality and integrity in dealing with data is paramount. <b>(E)</b>
3.	Must possess excellent verbal and written communication skills to prepare intelligence reports and communicate with other forces and agencies. <b>(E)</b>
4.	Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload <b>(E)</b>
5.	Must be computer literate, proficient in the use of Microsoft Word and Excel <b>(E)</b>

## Other skills / experience / knowledge needed for the role and may be assessed during the interview process

1.	Must possess substantial work experience in handling and interpreting data. <b>(E)</b>
2.	Should have knowledge of relevant legislation impacting upon this area of work (i.e. MOPI, Data Protection, GPMS). <b>(D)</b>
3.	Must possess a Diploma level qualification related to the specialist area, or have proven, relevant experience bringing the role holder to a comparable level <b>(E)</b>
4.	Must possess professional accreditation in the specialist area, or be prepared to successfully achieve this accreditation within 12months of commencing in role <b>(E)</b>
5.	Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation <b>(E)</b>
6.	Must demonstrate a practical approach to problem solving <b>(E)</b>
7.	Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail <b>(E)</b>
8.	Must have effective keyboard inputting skills <b>(E)</b>
9.	Must be able to travel within the force area as required by the role <b>(E)</b>

**KEY: (E)** – Essential / **(D)** – Desirable

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.