



Staffordshire Police - Role Profile

Intelligence Officer

Grade/Rank:	F
Directorate:	Operational Support
Reports to:	Intelligence Manager or Senior Analyst
Direct Reports:	No

Role Purpose

To develop, evaluate and disseminate intelligence and provide support to reactive, proactive and crimes in action, identifying intelligence gaps and appropriate tactical options to support policing priorities. The role is both varied and interesting, providing the opportunity to engage in local, regional and national operations as appropriate.

Key Tasks and Responsibilities:

- Coordinate and deliver tactics for acquiring intelligence, within ethical guidelines and best practice standards, to meet operational objectives.
- Gather and evaluate information, in accordance with a defined and agreed collection plan, to identify gaps, patterns and trends and inform briefing, tasking and debriefing.
- Prepare and deliver intelligence products to clearly and accurately inform decision making and/or facilitate response.
- Maintain information on the intelligence system and disseminate to relevant parties, in line with confidentiality, sensitivity and duty of care policies and relevant legislation.
- Establish and maintain networks with internal and external partners to ensure appropriate information sharing in support of a timely response and to achieve shared objectives.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Responsible for the receipt, evaluation and dissemination of intelligence from a wide range of sources.
- Pivotal role in the identification of risk and harm for both individuals and the force.
- Effective provision of information sharing within a dynamic setting.
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.



And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware		Valuing Diversity	2
		Managing Sensitivities/Political Savvy	2
We take ownership		Customer Service	2
		Maintaining Accuracy/Sustainable Working	2

Inclusive, enabling and visionary leadership

We are collaborative		Partner Working	2
		Managing Complexity/Strategic Planning	2
We deliver, support and inspire		(self) Leadership	2
		Supporting Colleagues/Coaching & Mentoring	2

Intelligent, creative and informed policing

We analyse critically		Problem Solving	2
		Situational Judgement	2
We are innovative and open-minded		Continuous Improvement	2
		Futurology	2

Education, Qualifications and Experience

Essential:

- College of Policing Intelligence Professionalisation Programme (IPP) Qualification (to complete within 12 months of appointment), and continued IPP compliance.
- Experience of researching information from a variety of sources.

Desirable:

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<ul style="list-style-type: none"> • Experience of interrogating, maintaining and utilising data on a variety of computerised systems, including Microsoft Word, Excel, and Outlook; Evidencing the ability to learn and utilise new applications. • Experience of preparing detailed reports and presenting information in a variety of formats. 	
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Skills Matrix (See Skills Matrix)

Essential:

- Ability to write detailed reports and other documents.
- Demonstrate excellent communication and interpersonal skills with experience of effectively presenting and briefing a range of audiences being able to explain complex information to non-technical customers, coupled with report writing skills.
- Skilled in gathering and analysing information from a wide range of sources demonstrating excellent problem solving skills, in order to make inferences and effective recommendations and decisions that support action.
- Skilled in using specialised and standard software related to own area of work to extract, analyse and report on data.
- Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work, including developing own knowledge to increase effectiveness.
- Able to break down a problem into component parts and determine appropriate action.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to appropriately prioritise and plan own work.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.

Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

As part of the limited duties profiling, this role has been identified that the role holder must be able to fulfil the following core capabilities. To meet the Equality Act (2010) reasonable adjustments will be made wherever practicable.

Limited Duties (Police Officer Role Only)

Sit for reasonable periods(consider impact of driving) a1		Evaluate information (d1)	
To write(a2)		Record details (d2)	
Read(a3)		<i>Exercise reasonable physical force in restraint & retention in custody (e1)</i>	
Use the telephone(a4)		Understand information (f1)	



Use(or learn to use IT)(a5)		Retain information(f2)	
<i>Run reasonable distances (b1)</i>		Explain facts & procedures (f3)	
Walk reasonable distances (b2)		Work the full range of shifts	
Stand for reasonable time (b3)		<i>Shift - Earlies (g1)</i>	
Make decisions (c1)		<i>Shift - Lates (g2)</i>	
Report situations to others (c2)		<i>Shift - Nights(g3)</i>	

CPD Requirements

- Develop innovative tactics for acquiring, developing and evidencing intelligence.
- Work closely with colleagues in Investigation, in order to develop strong practices in relation to turning intelligence into evidence.
- Help to develop innovative collection plans and new ways and means of acquiring intelligence e.g. via the public, partner agencies.
- Stay up-to-date and/or actively contribute, within the confines of good operational practice and with data and security in mind, to general intelligence advancements e.g. APP updates, POLKA IPP Community, wider Intelligence Community.
- Stay up-to-date with new approaches to evidence-based policing and apply this to your work.
- Stay up-to-date with changing legislation (including current information on disclosure) and current national policing priorities.
- Evaluate the impact of the IOPC (Independent Office for Police Conduct) Learning the Lessons reports relating to intelligence.
- Develop knowledge of other roles within the intelligence units e.g. work alongside Intelligence Analyst to further operational awareness of each other's roles.
- Develop knowledge of more public-facing roles within Policing, or partner agencies, to further operational awareness e.g. shadow a Police Constable or crime prevention officer.
- Coach and/or mentor less experienced colleagues and deliver training sessions to support learning and development.

Professional Registration/Licences

IPP Accreditation and Registration

- Assessed competence against the relevant professional standards for this function is required to achieve IPP accreditation and registration. Maintenance of this accreditation requires the demonstration of continued competence against professional standards, as well as evidence of CPD, in line with the College's Model.

Special Conditions

Own car for business use	Yes – full driving licence
Higher level vetting required	Yes – enhanced level
Requirement to wear Uniform	No – force dress code policy



Requirement for post entry training	Yes
Fixed Hours	Yes – for some units
Weekend working expected	Yes – for some units
Shift allowance	Yes – for some units
Knowledge Hub Units	<ul style="list-style-type: none"> • CIIS Days – Monday to Friday – Flexitime Role • CIIS Shifts – Shift worker – 7 days - 7 am to 10pm - Shift TBC but likely to be around 30% allowance • 3PI – Monday to Friday – Flexitime Role • II – Monday to Friday – Flexitime Role • I24 – 365 24/7 – 5 shifts – 6 on 3 off – 34% allowance
Fixed term or temporary role	No
Politically Restricted	No
On call/standby rota	Yes
Flexitime Role	No
Notice Period	1 week 28 Days 1 month 3 months

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
3	4	4	3	3	Flexitime Role (4); Shift Role (1)