

ROLE PROFILE Part1	Role Title	COVERT AUTHORITIES ADVISOR			Dept /LPA	ITD
			VETTING LEVEL			
Grade/Rank	SO2					
Responsible To	Covert Authorities Manager (CAB)					
Staff Line Managed	None					
Reviewed by (Manager)	Det. Supt Philip Scrase				Date	12th October 2022
Purpose of Job	To provide advice and guidance to the Chief Constable, ACC's, Force Authorising Officer, Senior Investigating Officers and Force Silver in all matters relating to covert policing ensuring compliance with Regulation of Investigatory Powers Act (RIPA) 2000, Police Act 1997, Investigatory Powers Act 2016 and the ACPO Manual of Guidance, and Human Rights Act.					
Key Accountabilities	1. To be the single point of contact for daily liaison with the Investigatory Powers Commissioners Office (IPCO), this incorporates providing an out of hours service (call out). 2. To have a corporate responsibility for the annual Surveillance Commissioners IPCO inspection which is reported to the Home Office 3. To be the subject matter experts on legislation for covert policing techniques for the Force and act as the central point of reference for Intelligence Managers and staff. 4. To provide advice and assistance in the preparation and administration of applications for intrusive surveillance, property interference, targeted equipment interference, directed surveillance and covert human intelligence sources (CHIS) 5. To provide advice and assistance in the preparation and administration of OPT applications. 6. To attend planning meetings in relation to operational requirements. 7. To provide advice and assistance in development and execution of covert policing operations, tactics and techniques. 8. To advise on surveillance matters and assist in the deployment of the Hampshire Surveillance Unit (HSU) in accordance with force and District priorities. 9. To be conversant with the management and administration of covert surveillance applications including directed and intrusive surveillance, targeted equipment interference and property interference in accordance with current legislation, codes of practice, APP and force policy. 10. To highlight any areas of disparity to the relevant applicants or authorising officers regarding covert surveillance applications. 11. To process and present intrusive surveillance, property interference, targeted equipment interference and other covert surveillance applications to the Chief Constable, ACC and Force Authorising Officer. 12. To maintain the Charter workflow system and spreadsheets within the Central Authorities Bureau and to prepare statistical data for the IPCO Inspection. 13. To be conversant with IT systems to research and analyse intelligence for covert surveillance applications. 14. To be responsible for the management and access of the Charter automated system in relation to Covert Surveillance, CHIS and TSU, and administrate the system for compliance on behalf of the Force Authorising Officer. 15. To act as a conduit between IT dept and practitioners to ensure compliance with Impact Level 4 security (secret) 15. To advise the Force Authorising Officer and COG regarding the use and conduct of CHIS in relation to part 2 of RIPA. 16. To prepare 'Texts' for Crown Court Judges and Magistrates on behalf of the Force Authorising Officer. 17. To provide regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile					

	itself may be amended from time to time within the scope and general level of responsibility attached to the post.		
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.		
	There is a requirement to be part of an out of hours call out rota providing 24/7 advice and assistance in relation to all covert surveillance activity.		
	To identify and address training needs across the force in relation to the administration of covert policing authorities including the requirement to give presentations across the force on RIPA and/ or intelligence matters. There will be requirements to participate in force and regional meetings.		
	There will be occasional work and conferences away from home and the role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required.		
	All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.		
ROLE PROFILE Part2	We are Emotionally Aware Level 1		
CVF Recruitment Competencies	We Take Ownership Level 2		
	We are collaborative Level 1		
	We Deliver, Support and Inspire Level 1		
	We Analyse Critically Level 2		
	Impartiality		
	Integrity		
	Transparency		
Education/Qualifications	Essential: Educated to QCF Level 4 OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s		
Experience and Skills	Essential:		
	Knowledge of legislation pertaining to Regulation of Investigatory Powers Act 2000 (RIPA), Investigatory Powers Act 2016 (IPA), Police Act 1997, Operational Partnership Team (OPT), Criminal Procedures and Investigation Act 1996 (CPIA). Detailed understanding of the National Intelligence Model. Knowledge of MOPI policy, disclosure and information sharing principles.		
	Previous experience of Police / law enforcement investigations, operational Policing and covert techniques.		
	Good written and verbal communication skills including presentation skills Ability to analyse material and identify its impact and the options available as a consequence.		
	Ability to work with minimal supervision / on own initiative and prioritise workloads.		
	Good IT skills, particularly using Windows based packages, advanced Excel and databases.		
	Desirable: n/s		
Approved by HR	Julie Baldock	Date	26.01.10
ROLE PROFILE Part3 CPD			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	Resolute, compassionate and committed		

Underpinning Values	We are Emotionally Aware	Level 1
	We Take Ownership	Level 2
	Inclusive, enabling and visionary leadership	
	We are collaborative	Level 1
	We Deliver, Support and Inspire	Level 1
	Intelligent, creative and informed policing	
	We Analyse Critically	Level 2
	We are Innovative and Open Minded	Level 1
	Impartiality	
	Integrity	
	Public Service	
	Transparency	
Initial Development skills for new to role period	Communications SPOC accreditation, including attendance at regular training days. Understanding of RIPA, OSC guidance and Communications Data acquisition. Working knowledge of emerging technologies and relevant updates from service providers. Understanding of how to exploit new methodologies of gaining evidence and intelligence within the parameters of the law. All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.	
Continuing Professional Development	Awareness of any changes to legislation that may affect covert authorities. Up-to-date legislation knowledge (including current guidance on disclosure) and current national policing priorities. Up-to-date knowledge of new approaches to evidence based policing and how they apply to working practices.	
Career Pathways		

