

ROLE PROFILE Part1	Role Title	INTELLIGENCE PROCESSING SUPERVISOR			Dept /LPA	ITD
			VETTING LEVEL			
Grade/Rank	SO1					
Responsible To	Intelligence Development Manager					
Staff Line Managed	Intelligence Processors					
Reviewed by (Manager)	DI Paul Southey				Date	11/04/2018
Purpose of Job	To provide daily supervision and coordination of work carried out by the Intelligence Processors ensuring that appropriate and consistent methods are used in line with the National Intelligence Model to identify and disseminate High Priority intelligence.					
Key Accountabilities	1. In conjunction with the Intelligence Development Manager supervise, motivate and develop the Intelligence Processors and complete quality assurance checks of their work. 2. To provide specialist advice and knowledge to all staff within Intelligence and other Commands relating to the submission, processing, assessing and dissemination of intelligence. 3. Monitor the effectiveness of all Intelligence Processing staff for whom you hold shared responsibility and identify specific training needs in order to maintain high standards of service delivery, quality and timeliness. 4. Ensure the team's work is prioritised in line with Force Priorities, THOR and demands of business areas managing the response to significant and critical incidents. 5. Identify intelligence opportunities which highlight potential risk of significant harm; to ensure that an appropriate initial assessment is completed and where appropriate discuss and provide advice for the future development of the intelligence with the Intelligence Managers. 6. To ensure intelligence is disseminated promptly and lawfully to external agencies. To ensure the guidelines from Management of Police Information (MOPI), National Intelligence Model (NIM) and legal requirements of Data Protection are adhered to recording decisions appropriately. 7. To ensure intelligence that is immediately actionable is identified and to disseminate intelligence to the most appropriate team to enable a successful outcome. 8. To develop and maintain effective communication with stakeholders and partners (such as ICT Training, RMS Business Support, Neighbourhood Policing or CrimeStoppers) that promotes the sharing of information and good practice. 9. To develop the quality of intelligence submissions and processing by providing specialist advice to staff; to regularly attend team briefings and deliver appropriate training to unit staff and other teams as necessary. 10. To attend Intelligence Managers meetings to provide information to the wider management team regarding the performance of the Intelligence Processing team and to ensure dissemination of further actions within the Intelligence Processing team where required.					

	11. To liaise with UK Police Forces, other relevant law enforcement agencies and local authorities to enhance the sharing and dissemination of intelligence. 12. To represent ITD Intelligence at meetings and conferences to promote and raise awareness Intelligence Processing and provide operational guidance to stakeholders and partners. 13. To identify and develop opportunities to change or improve business processes which will result in a more effective and efficient service. 14. Continuously review handling code and conditional Intelligence logs to ensure that restricted intelligence is properly managed and 'de-restricted' at the earliest opportunity. Manage the appropriate use of Access Control Levels (ACL's) and PND breakout/signpost logs in line with NIM. 15. To contribute to the daily tasks of the team including the processing of intelligence. 16. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire & IOW 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. This role has been designated as requiring an enhanced level of security clearance (vetting), successful applicants for this role must be prepared to participate in the relevant vetting procedure, if not already appropriately security cleared. To be based at a nominated station within the Force, however may be required to work at any location when operationally necessary.
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 2 We are collaborative Level 1 We Deliver, Support and Inspire Level 2 We Analyse Critically Level 2 Transparency
Education/Qualifications	Essential: Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: Supervisory/Management Qualification or equivalent experience.
Experience and Skills	Essential: Experience of working in a busy office environment with some evidence of either managing a small team or allocating work, mentoring or coaching others etc Desirable: An understanding of the National Intelligence Model (NIM) Knowledge of the police organisation and structure

**Approved by
HR**

Previous experience working in an Intelligence arena

Julian Kloppenborg Senior HR Advisor

Date

25/05/2018