

**LINCOLNSHIRE POLICE
JOB DESCRIPTION**

JOB TITLE: Intelligence Support Officer		POST NO: 23/242
GRADE:	F	
DEPARTMENT:	Crime	
ACCOUNTABLE TO:	Director of Intelligence	
STAFF SUPERVISED:	N/A	
LOCATION/WORK BASE:	Boston	

JOB PURPOSE AND SCOPE:

To monitor, analyse and collate a range of information and intelligence products. To provide intelligence research support to different departments and support the intelligence requirement.

To demonstrate the force values at all times. All staff involved in carrying out functions in this role will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

CORE WORK AREAS

1. To monitor, analyse and collate information and intelligence and action appropriately, prioritising intelligence which relates to issues subject of the Force objectives
2. To conduct intelligence research, utilising all open source intelligence and Force systems, as required by those working within the Intelligence function and the Senior Management Team.
3. To compile accurate, timely and purposeful intelligence briefings and identify good operational practice to promote both high performance and a corporate approach and disseminate across the Force, ensuring all briefings are standardised utilising new/emerging technologies.
4. To attend morning meetings representing the intelligence department and take minutes of these ensuring that any intelligence requirements are then disseminated to the appropriate officers.
5. Identify patterns and trends by scanning police systems and open source to ensure that intelligence requirements are raised in a timely manner.
6. To support the administration of Area tactical tasking and co-ordinating group documents. Attend TTCG meetings to take minutes and support the Intelligence Manager.
7. Deal with and reply to requests for information/intelligence from partner agencies eg ROTL.

OTHER DUTIES:

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post.

EQUALITY AND DIVERSITY:

The post holder is required to carry out their duties in a way that supports the Force Diversity strategy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

Lincolnshire Police has a duty to promote the welfare of, and safeguard of children and vulnerable adults. The post holder is required to comply with Force Policy and Standard Operating Procedures in respect of safeguarding children and vulnerable adults.

HEALTH AND SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

Job description updated by: Deputy DOI

Date: September 2022

PERSON SPECIFICATION

Post Title: Intelligence Support Officer	Post Number: 23/242
Section: IDU	Grade: F

This form sets the standard for the person needed for this job, and also will be the basis for shortlisting and for the questions to be asked at interview. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
Qualifications/ Training	Have completed the Intelligence Professionalisation Program (IPP) or be willing to complete it once in post	E	A
Experience	Proven experience of monitoring, analysing and collating information including writing reports.	E	A
	Demonstrate experience of interrogation of computer records for research purposes, analysis of results and identification of patterns.	E	A/I
Skills	Ability to develop strong working relationships inside Lincolnshire Police and within the community	E	I
	Able to solve problems and make reasoned decisions	E	A/I
	Verbal communication/presentation skills and able to communicate/present information to senior managers	E	I
	Able to prepare reports.	E	A/I
	Uses listening and questioning techniques to obtain relevant information	E	I
	Able to plan, co-ordinate and prioritise and recognise the importance of meeting targets / deadlines	E	A/I
	Possesses research / analytical skills	E	A/I
	Ability to understand and apply knowledge of relevant force policies and procedures	D	I

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
Knowledge	Broad knowledge of Force structure and systems	D	I
	Able to produce spreadsheets, reports and presentations using Word / PowerPoint / Excel	E	A
	Demonstrates tact and diplomacy	<u>E</u>	I
Social Skills	Self confident and takes personal responsibility for own actions	E	I
	Has a flexible / adaptable approach to working practices	E	I
	Able to use own initiative and work unsupervised	E	A
	Self-manages when under pressure and in demanding situations	E	I
	Ability to accept and embrace change	E	A
Other Requirements	Must hold a full UK Driving licence	D	A

<u>Measurement</u>	A. From application form	T. By test after shortlisting	I. Probing at interview	P. Presentation
	R. References		O. Other (please specify)	