

Job Description

Job Title:	Intelligence Support Officer
Grade:	PO1/265
Directorate:	Resident Services
Division:	Protection, Regulation, Licensing & Resilience
Sub-Division:	Private Sector Enforcement & Regulation
Responsible for:	N/A
Responsible to:	PSER Manager

1. Main Purpose

- a. To support the Intelligence Analysis Officers maximising analysis of a broad range of information and data sets, and to inform decision making in relation to the tasking and deployment of operational resources by senior managers.
- b. The post holder be responsible to primarily provide research and enhanced information and intelligence to support the service in tackling rogue landlords and businesses.
- c. To provide support to enforcement officers in compiling evidence for enforcement and prosecution. This includes taking witness statements, producing statements, visiting property (sometimes outside normal working hours).
- d. The production of various reports to a high standard.

2. Key Accountabilities

- a. To undertake duties in line with the way of working adopted in line with Council policy and procedure, be that office based or remote working or a combination of both.
- b. Build knowledge and expertise as a resource for the team in key areas of intelligence gathering and enforcement work.
- c. To establish the ownership, management and occupation of properties or businesses being investigated and to produce reports and risk assess properties for enforcement inspections.
- d. Assess intelligence reports in a timely manner, evaluating and collating incoming intelligence and information for dissemination of relevant and pertinent information to enforcement officers.
- e. Use a wide variety of information sources and software (internal and external).
- f. Use a wide variety of information sources and software (internal and external).
- g. Identify intelligence gaps and emerging problems and propose solutions to overcome these
- h. Conduct research and undertake research and analysis as the need arises and provide information to assist other areas of the service.
- i. Contribute to the preparation of cases for enforcement and prosecution proceedings and any investigations conducted on behalf of the service, which will include undertaking recorded interviews under caution.
- j. To maintain up to date records of all work on cases in the team's case management system.
- k. Promote and support the flow of information from within the Royal Borough through the development of effective internal and external partnerships, networks and contacts.

- l. Support the information sharing relationships with key law enforcement agencies and regulatory bodies for two-way information sharing at an operational level.
- m. To participate fully as a member of the Team, ensuring the provision of an efficient service, including attending meetings, assisting in the preparation of information and supporting the development of joint projects.
- n. To keep up to date with relevant legislation, statutory guidance, technical information, and policies and to undertake CPD to maintain competence, including completion of training courses as required.

3. General Duties

- a. Work flexibly in undertaking the duties and responsibilities of the post as directed by the Business Resilience Manager, the post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- b. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation are upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
- c. Carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- d. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
- e. The job holder's decision-making authority is determined by Council policy and procedures
- f. The post holder is required to hold and maintain throughout employment, an enhanced DBS certification from the Disclosure and Barring Service and Counter Terrorism Check (CTC) vetting.

Person Specification

Intelligence Support Officer

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a tick (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Professional Qualification	Q1	Relevant degree or proven professional experience	A(✓)
	Q2	Able to attain Counter Terrorism Check (CTC) vetting clearance before the end of the probation period and maintain throughout the duration of employment	A(✓)
Key Knowledge	K1	Knowledge of the requirements of the Crime and Disorder Act 1998, Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000, Anti-Social Behaviour, Crime & Policing Act 2014.	A(✓)
	K2	Knowledge of key national crime and disorder issues & programmes Working knowledge of Geographic Information Systems such as MapInfo, Arc GIS.	
	K3	Working knowledge of the provisions outlined within the Anti-Social Behaviour, Crime and Policing Act 2014, Licensing Act 2003 and the Environmental Protection Act 1990. Working knowledge of Police Computer Systems including Crime Reporting Information System (CRIS) or experience of using other incident recording systems	A(✓)
Relevant Experience	E1	Proven experience of data collection and analysis from a range of agencies relating to community safety to deliver and support programmes/activities to reduce crime and disorder.	A(✓)
	E3	A record of achievement of delivering service development initiatives and programmes in a collaborative partnership setting, ensuring	

		measurable actions and criteria for performance management are met.	
	E5	Experience of working with partner agencies and residents to address crime and disorder issues	
Core Behaviours		<p>Focuses on People:</p> <ul style="list-style-type: none"> ▪ Provide staff with the skills and knowledge to do their job effectively and beyond. ▪ Establish and maintain effective working relationships with key partners ▪ Put people at the heart of our work 	
		<p>Takes Ownership:</p> <ul style="list-style-type: none"> ▪ Encourage staff to take ownership and be proactive about their work and personal objectives ▪ Be open and honest, admitting to mistakes and encourage a culture whereby your staff can do likewise ▪ Have an awareness of the team budget in order formulate care and support plans. ▪ Being pro-active and constantly thinking about how to improve our service according to strategic priorities of the council 	
		<p>Works Collaboratively:</p> <ul style="list-style-type: none"> ▪ Involve external and internal colleagues to find out what they are trying to achieve and any problems they are facing ▪ Work with residents to deliver services ▪ Identify partnership activity to deliver affective services 	
		<p>Communicates Effectively</p> <ul style="list-style-type: none"> ▪ When writing policy work ensure it is within legislation, relevant and simple to understand, free of jargon ▪ Producing simple briefings and communications. ▪ Manage expectations of people by explaining clearly without using jargon ▪ Seek the views of council staff (and citizens) so you can get the relevant information you need 	
		<p>Focus on Results</p> <ul style="list-style-type: none"> ▪ Guide staff towards excellence and forming formal partnerships ▪ Setting clear objectives ensuring they are SMART ▪ Make sure results and performance of the team carries through everything 	

