

FIB Intelligence Officer

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: FIB Intelligence Team Leader

JE Reference: JHA1029

Grade: 9

JE Date: 17/03/21

Job purpose

To manage the dissemination of the assessment or intelligence product, support reactive, proactive and/or crimes in action and provide advice on appropriate tactical options to support policing priorities.

Job specific outcomes

1. To identify and develop intelligence and information sources by initiating enquiries, research and investigations through overt or covert deployment.
2. Gather, research and evaluate information to identify gaps, and patterns proactively, utilising a variety of tactics to meet operational and strategic intelligence requirements, in line with policies, procedures and legislation.
3. To support the development of single source intelligence (parallel sourcing) to allow for safe dissemination/tasking without risking source compromise.
4. Management of covert assets in the Technical Support Unit (TSU) ensuring that accurate records are maintained in respect of equipment being used.
5. Receive and assess information and disseminate to relevant parties, in line with confidentiality, sensitivity and all other policies, procedures and relevant legislation, to ensure intelligence is processed correctly.
6. Prepare and deliver intelligence packages to clearly and accurately inform decision making, and provide advice on tactical options relating to the investigation of crime.
7. Establish and maintain networks with internal and/or external stakeholders at all levels of seniority, to ensure appropriate information sharing in support of a timely response and to achieve shared objectives.
8. Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role to ensure information and intelligence is handled and processed legally.
9. Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.

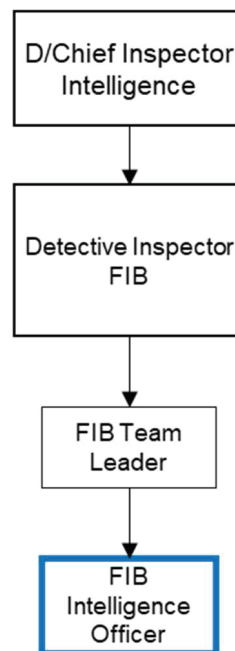
10. Complete administration and general matters relating to the process of intelligence information within agreed timescales and in accordance with the relevant policies, procedures and legislation.
11. Attend court and present evidence, in accordance with relevant policies, procedures and legislation.
12. Cover any other ad hoc duties at the request of SOJP in pursuance of FIB service requirements in a timely, efficient and effective manner.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>GCSE's or equivalent, or experience within a similar role.</p> <p>Willingness to undertake periods of training, both locally and nationally, in order to develop and maintain high levels of expertise relevant to the role</p>	<p>National surveillance qualification – Policing Intelligence Professionalisation Programme (IPP) qualification (as approved by College of Policing) – requirement of completion within first 6 months of role.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of the current investigative framework for the investigation of serious or serial crime and the National Decision Making model that underpins such investigations.</p> <p>Knowledge of current covert surveillance techniques together with knowledge of the impact they may have upon the admissibility of evidence gathered through these resources.</p> <p>Knowledge of technical, procedures and legislation relevant to the role.</p>	<p>Experience of working with Government agencies.</p> <p>Knowledge of all aspects relevant to crime investigations.</p> <p>Knowledge and experience of:</p> <ul style="list-style-type: none"> • Regulation of Investigatory Powers (Jersey) Law 2005 and Police Procedures and Criminal Evidence (Jersey) Law 2003 • Data Protection (Jersey) Law • Freedom of Information (Jersey) Law <ul style="list-style-type: none"> • National Intelligence Model (NIM). • RIPA legislation.
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to write detailed reports / documents.</p> <p>Able to communicate with a range of stakeholders to provide information and intelligence and ensure understanding.</p> <p>Skilled in using specialised and standard software related to own area of work to extract, analyse and report on data.</p> <p>Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work, including</p>	

	<p>developing own knowledge to increase effectiveness.</p> <p>Able to break down a problem into component parts and determine appropriate action.</p> <p>A full, clean driving license is essential.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to appropriately prioritise and plan own work.</p> <p>Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</p> <p>Good team working skills demonstrating awareness of individual differences and providing support as required.</p> <p>Proactively self develops and continually develops skills and wider understanding of objectives and the organisation.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of researching information from a variety of sources.</p> <p>Experience of interrogating, maintaining and utilising data on a variety of computerised systems, including Microsoft Word, Excel, and Outlook.</p> <p>Experience of preparing detailed reports and presenting information in a variety of formats.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, distressing and highly confidential and sensitive issues where the careful and effective handling of such matters is essential.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive intelligence, operational security and other information.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.