

FIB Intelligence Manager

Department: Justice & Home Affairs

Division: States of Jersey Police

Reports to: Detective Inspector, Force Intelligence Bureau

JE Ref: JHA1034.2

Grade: CS12

JE Date: 19/10/2023

Job purpose

To Lead, supervise, and organise the intelligence team to gather, develop and disseminate intelligence in support of local and national crime investigations, in line with the States of Jersey Police (SoJP) strategic policing requirements and specified priorities, in order to provide direction and focus to the deployment of operational resources.

Responsible for advising and managing in the collection, use of management of intelligence by senior investigating officers (SIOs). Manage the intelligence received during active investigations and assist in turning this intelligence into an evidential product that conforms to the handling codes assigned to the intelligence.

Job specific outcomes

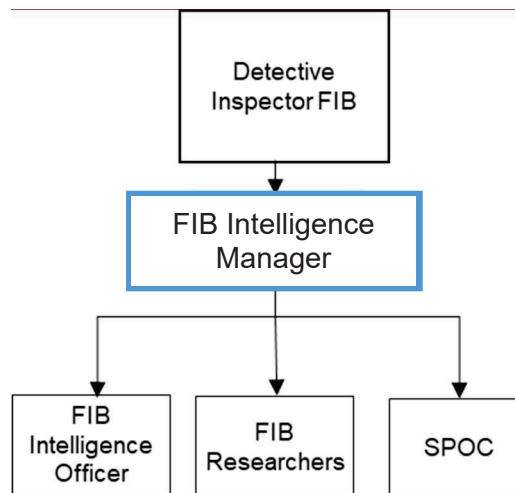
1. Lead and supervise a team, including recruitment and selection, conducting performance reviews, whilst providing support and guidance with operational, safeguarding and performance issues. Ensuring there is capacity and capability within the team for allocation of work and day to day activities, ensuring appropriate deployment of resources enabling the smooth delivery of services/tasks with adherence to the relevant SoJP/GoJ policies.
2. Responsible for ensuring that the force's analytical function can provide clear and consistent products that will allow for informed decision making at all levels for the force. Developing and coordinating the analytical processes and developing and implementing the policies and frameworks that underpin this aim.
3. Maintain an overview of the work of the FIB to ensure the adequate prioritisation of tasks, in order to meet operational deadlines and to safeguard any potential compromise of current operations.
4. Supervise intelligence submissions from the initial accurate assessment of raw intelligence and appropriate grading of the intelligence, in terms of accuracy, reliability and sensitivity.
5. Review and assessment of intelligence submissions, to establish whether development is required in order to produce an effective product and to ensure intelligence products meet national and local intelligence standards, to enable the drive for continuous improvement.

6. To act as Gatekeeper for all covert applications under the [Regulation of Investigatory Powers \(Jersey\) Law 2005](#), by way of the supervision of surveillance applications and administration of the covert application software, reporting to Force Authorising Officer (DCI).
7. To supervise the States of Jersey Police communication Single Point of Contact ([SPoC](#)) team. Ensuring that their submissions and requests are suitable prioritised and resolved.
8. Manage, supervise and provide training on various FIB IT systems, whilst maintaining access permissions within the systems, to enable user maintenance at the appropriate levels.
9. Attend and inform tactical and strategic tasking and co-ordination meetings in support of Police planning and operations in line with the [National Intelligence Model](#).
10. Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
11. Enable collaboration with external stakeholders, to share data and intelligence to facilitate cross-sector working practices.
12. Provide specialist advice and guidance to decision makers to assist with operational outcomes.
13. Proactively review and continuously improve systems, processes and procedures, ensuring that they are efficient and effective, making recommendations to improve performance and efficiency within the FIB, working collaboratively with other SoJP Shared Services and the wider OneGov community.

Statutory responsibilities

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

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level in a subject with a strong analytical element or demonstrate such a level of equivalent qualifications and/or experience developing intelligence/analytical products.</p> <p>One or more recognised programme, project or change management qualifications (e.g. MSP, PRINCE2, AGILE, etc.)</p>	<p>College of Policing Intelligence Professionalisation Programme (IPP) Qualification (to complete within 12 months of appointment), and continued IPP compliance.</p>

<p>Knowledge</p>	<p>Knowledge of people management activities, strong understanding of how to communicate effectively with colleagues in a diverse environment.</p> <p>Information comes in many formats and making sense of these formats is a critical task for those in intelligence policing. Gathering detailed and thorough information about victims, offenders and locations quickly from different technologies, and systematically analysing this data, can help to inform decision-making by force intelligence bureaus (FIBs) or intelligence units (IUs)</p> <p>Administrator level knowledge of relevant systems (e.g. Orca, VPii), equipment, processes and procedures including standard software packages, with use of non-standard software.</p>	<p>People management skills with a strong understanding of how to communicate effectively.</p>
<p>Technical / Work-based Skills</p>	<p>Source of expertise on surveillance management software (ORCA Gate Keeper) and intelligence management system for the SoJP (VPii);</p> <p>Willingness to complete any necessary CDP in order to keep up-to-date with role specific requirements;</p> <p>Strong IT skills are essential, with the ability to</p>	

	<p>interrogate systems storing sensitive and intelligence based data, and make informed decisions which may have far reaching consequences;</p> <p>Attention to detail and ability to record information accurately.</p>	
<p>General Skills/Attributes</p>	<p>Strong leadership skills with excellent oral communications skills to liaise with, persuade and influence stakeholders at all levels of seniority.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> <p>Ability to produce high quality, easy to understand written reports and presentations, which may include succinct summaries of highly complex situations.</p> <p>The ability to motivate employees through change whilst delivering the departmental objectives in line with the overall vision.</p> <p>Proactively self develops and continually develops own skills, together with a wider understanding of organisational objectives in support of key strategic outcomes.</p> <p>Initiative, sound judgement and maturity are essential</p>	

	as well as the ability to deal with highly sensitive information whilst respecting confidentiality and acting with discretion at all times.	
Experience	<p>Previous experience in a policing environment with comprehensive knowledge of investigative, intelligence and evidence gathering processes in respect of crime and drug related investigations.</p> <p>Practical relevant work experience working with intelligence products.</p> <p>Evidence of working with confidential sensitive information, with the ability and experience to interpret procedures and law;</p> <p>Problem solving and influencing skills;</p> <p>Confident decision-maker;</p> <p>Excellent managerial and organisational skills and ability to motivate staff, often in a highly pressurised environment;</p> <p>Accuracy and attention to detail, managing workloads and priorities;</p>	Experience of working with Government agencies.
Criteria relating to Safeguarding	<p>Exposure to unsavoury, 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,</p>	Emotional resilience.

	which are essential when dealing with sensitive intelligence and other information.	
--	---	--

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 Government of Jersey Tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.