



## ROLE PROFILE

<b>Post Title:</b>	Intelligence Processor	
<b>Grade:</b>	LC4	<b>JE: 1927</b>
<b>Location:</b>	Force Intelligence Bureau (FIB)	
<b>Responsible to:</b>	Senior Intelligence Officer(s) and DS (FIB Supervisor)	
<b>Responsible for:</b>	N/A	

### Job Purpose:

Provide an administrative intelligence support function to ensure an efficient and effective flow of intelligence through the department and the production of quality Intelligence reports.

Maintain intelligence systems to ensure the Force is provided with a current and accurate intelligence picture.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- Process intelligence in accordance with relevant guidelines and practices ensuring records are correctly graded and sanitised. Follow and apply deletion rules where applicable. Research all POLE data and conduct appropriate and accurate linking of records.
- Ensure high risk, urgent intelligence is highlighted and appropriately disseminated to the relevant destinations / persons.
- Follow a constructive feedback process to originating staff if records are not correctly graded or sanitised to assist in improving the quality of intelligence submissions.
- Identify issues relating to the quality of information, particularly where there may be duplication, inaccurate or incomplete information.
- Research and develop intelligence using Force systems and databases.

- Ensure relevant guidelines and practices are followed when handling graded material and intelligence reports.
- Process Stop Search records and conduct appropriate and accurate linking.
- Liaise and establish good working relationships with Divisions, other Forces, and outside agencies in respect of intelligence matters to ensure excellent channels of communication and information sharing.
- Respond positively and promptly to enquiries relating to intelligence processing matters.
- Undertake any clerical and administrative duties as required to ensure the smooth running of the Intelligence Hub.
- Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.
- Understand and consider compliance with MOPI, Data Protection Principles, Government Protective Marking Scheme and other relevant legislation. Ensure data quality and standards are maintained.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

### Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

### Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

<b>Intelligent, creative and informed policing</b>		
We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Knowledge / Experience</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Experience of interrogating and researching computer systems and databases.	Experience of Lancashire Constabulary Intelligence systems and Police National computer (PNC),	Application Form / Interview
The ability to demonstrate a high level of accuracy and attention to detail, particularly relating to the collection, collation and recording of information.		Application Form / Interview
Knowledge of the National Intelligence Model (NIM) and the National Intelligence grading system.	Experience of the National Intelligence Model (NIM) and the National Intelligence grading system	Interview
Experience of researching, evaluating and disseminating information / intelligence.		Application Form / Interview
Experience of working effectively as a member of a		Application Form / Interview

multifunctional team.		
Experience of making decisions and taking appropriate action		Application Form / Interview
The ability to work to deadlines and tight timescales within a pressurised environment		
IT skills / experience of using Microsoft Software and other PC applications.	Knowledge of Northgate CONNECT System	Interview
	Working knowledge of the Data Protection Act 1998, Regulation of Investigatory Powers Act 2000 (RIPA), Human Rights Act 2000, and Home Office Guidance in relation to the Disclosure of Information and The Management of Police Information (MoPI).	Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Required to pass relevant level of vetting		Vetting Process
A flexible approach to working hours and practices		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: 30 April 2020**