

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Detective Chief Inspector, Intelligence Manager
DIVISION/DEPARTMENT:	Counter Terrorism Policing North West (CTPNW)
RESPONSIBLE TO:	Detective Superintendent Director of Intelligence, CTPNW
RESPONSIBLE FOR:	Inspectors, Sergeants, Constables and Police Staff within CTPNW.
AIM OF JOB:	<p>To provide overall management of the work of the Intelligence Management Unit and supporting functions, ensuring the timely and effective receipt, assessment and management of information and intelligence in line with the National Standards of Intelligence Management.</p> <p>To develop intelligence and investigative strategies to identify and manage risk and threat.</p> <p>To supervise and manage staff working within CTPNW intelligence.</p> <p>To support other managerial functions within the CTPNW as required.</p>
TENURE OF POST:	Minimum of 2 years
HMIC CATEGORY:	Operational

MAIN DUTIES AND RESPONSIBILITIES

MANAGING STAFF

- Supervise personnel and manage staff performance in the CPTNW.
- Maintain discipline and ensure Force and Departmental Orders are complied with.
- Ensure staff welfare and training needs are met.
- Allocate work to staff and quality assures work undertaken by staff in the branch.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- Manage staff performance using the Annual Development Review process, ensuring annual and interim meetings take place and objectives are agreed and actioned.
- Monitoring sickness and compliance with Force Attendance Policy.
- Supervise complex enquiries.
- Ensure staffs are working in compliance with appropriate risk assessments.

ADMINISTRATION

- Prepare reports on more complex issues as required relating to both operational and policy matters.
- Ensure all property and equipment is properly dealt with.
- Ensure overtime and expense claims are monitored and authorised where appropriate.
- Authorise and monitor annual leave and sickness leave.
- Process paperwork and correspondence.
- Ensure security of all CTPNW assets.
- Prepare and give briefings to CTPNW staff and other agencies.
- Assist in the monitoring of budgets.
- Use the computerised systems within the branch to supervise research and administrative investigations.
- To fully participate in GMP's development review process.
- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.

OPERATIONAL DUTIES

- Lead the work of the CTPNW Intelligence Management Function ensuring the timely and effective receipt, assessment and management of intelligence in line with National Standards of Intelligence Management.
- Support the delivery of the CTPNW delivery plan.
- Support and drive the development of the intelligence collection plans in conjunction with the relevant BCU, partner agencies & key individuals.
- Identify people and locations associated in the promotion of violent extremism.
- To work closely with CTPNW Prevent related work (as outlined in the Governments CONTEST strategy) to ensure that risk and threat is effectively managed.
- Act as CTPNW duty officer on a rota basis.
- To perform other supervisory and managerial duties within the CTPNW as required.
- To liaise as necessary with the Security Service in relation to intelligence and information involving National Security and Terrorism.
- To manage and supervise enquiries in order to identify potential opportunities to convert intelligence into evidence, and to ensure that at all times, intelligence gathering is undertaken, secured and preserved in a manner which meets criminal evidential standards.
- Supervise the collection and development of intelligence in line with national, regional and, CTPNW priorities.
- Supervise the production of intelligence packages as directed.
- Identify sensitive intelligence/material, ensuring its security and correct handling and manage any documentation in compliance with CT Network classification guidance.
- Ensure timely dissemination of all intelligence.
- Develop intelligence strategies, progress lines of enquiry, and identify potential new ones, making recommendations when necessary.
- Supervise the preparation of intelligence, analytical assessments and summaries.
- Follow developments in investigations in order to capture intelligence and identify further intelligence requirements.
- Identify opportunities and suggest tactics to address intelligence gaps and information requirements.
- Maintain an awareness of the local force and district police areas intelligence requirements, informing the CTPNW of issues in the investigation that may have an impact.
- Ensure the proper and efficient receipt, evaluation, indexing, analysis and dissemination of intelligence on CTPNW related matters.
- Ensure that intelligence activity is undertaken in compliance with all relevant legislation (CPIA, RIPA, DPA, HRA) and according to national standards of good practice (i.e., MIRSAP, NIM).

- Undertake Operational lead responsibilities for intelligence collection operations, ensuring the correct legal authorities are obtained, using a variety of techniques using both overt and covert methodology.
- Identify potential Covert Human Intelligence Sources ensuring activity complies with legislation and force policy.
- Identify requirements for resources, identify and warn staff accordingly.
- Ensure operational activities are fully risk assessed and documented.
- Complete and regularly review risk assessments for staff working in the unit, or for other activities as required in compliance with Health and Safety at Work legislation.
- Ensure compliance of staff with the Home Office counting rules for Recorded Crime, the National Crime Recording Standard and minimum investigative requirements.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on your force Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To maintain a level of specialist knowledge within specific areas that poses a threat to national security.

DEALING WITH PEOPLE

- Brief CTPNW Senior managers on Intelligence operations and any other matters of special interest.
- Liaise with Senior Investigating Officers on investigations.
- Work in partnership with, and form good working relationships with officers in other parts of the CTU network, other Forces and with external agencies such as the Security Service, and UKBA, to minimise duplication of effort, maximise intelligence and evidential opportunities.
- Liaise with police officers and police staff from Force Intelligence Bureau, police districts, departments and other agencies, on counter terrorism matters and give advice and support when necessary.
- Liaise closely with other intelligence sources and users both inside and outside the Force e.g. Security Services, Titan, NCA, HMRC, Local Authorities, DSS.
- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

POLICY/ PLANNING

- As required, devise Branch policy, strategy and tactics in liaison with other sections of the CTPNW, other force departments and external agencies.
- Assist command on policy matters that affect CTPNW, other forces and external agencies in relation to terrorism and allied matters.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Officers' applications for this post will only be considered if they have provided a DNA sample for the elimination database.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

There will be a requirement of flexibility and movement to other areas within the Counter Terrorism Unit, as may be required.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Detective Chief Inspector, Intelligence Manager** has been identified as: **A Senior Leader**.

Please Note: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website www.gmp-recruitment.co.uk

PERSON SPECIFICATION
Detective Chief Inspector
CTPNW

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<p><u>Qualifications/Education</u></p> <p>Completion of the ICIDP, IMSC, IDIDP or equivalent.</p>	E	AF/I
<p><u>Experience</u></p> <p>Experience in partnership working.</p> <p>Completion of the ICIDP, IMSC, IDIDP or equivalent.</p> <p>Experience of strategic and tactical benefits in analytical products to support delivery of the intelligence function.</p> <p>Experience of liaising with CPS and legal representatives.</p> <p>Knowledge of both overt and covert investigation techniques.</p> <p>Willing to learn new systems, procedures, methods and techniques that support delivery of the intelligence management function.</p> <hr/> <p>Varied operational experience.</p> <p>Covert Human Intelligence Source training.</p> <p>Awareness of Force intelligence systems.</p> <p>Awareness of RIPA procedures and authorities.</p> <p>NCIA, CLIO, Fusion Cell database training / awareness.</p> <p>Recruitment and Selection Skills Course.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

<u>Knowledge</u>		
Knowledge of the intelligence processes, and Force operational procedures in relation to the obtaining of information and intelligence.	E	AF/I
Has good knowledge of Force operational procedures in relation to integrity, security and confidentiality of intelligence products.	E	AF/I
Knowledge of legislation relating to the gathering of intelligence e.g. RIPA, ECHR and there practical application in areas such as prisons etc.	E	AF/I
Knowledge of National Decision Making Model.	E	AF/I
Demonstrates knowledge of conducting continuous risk assessments and have an understanding of Human Rights, Equal Opportunities and Diversity issues.	E	AF
Effectively applies a wide range of Force operational procedures.	E	AF/I
Knowledge of procedures relating to the use of Covert Human Intelligence Sources.	E	AF/I
Knowledge of the workings of the National Intelligence Model.	E	AF/I
Understands policing within the wider context of social issues.	E	AF/I
Knowledge of current local, national and international affairs.	E	AF/I
Knowledge of and can demonstrate cultural awareness.	E	AF/I
Evidence of an operational understanding of the diverse communities (of the applicants force) and an ability to evidence delivering a policing response informed by that understanding.	E	AF/I
Computer literate.	E	AF
Willingness to work as required out of force.	E	AF/I
Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.	E	AF
Knowledge of CT policing National Standards for Intelligence management.	D	AF/I
Has demonstrated the ability to investigate major incidents and serious crime.	D	AF/I
Knowledge of covert intelligence tactics e.g.	D	AF/I

surveillance techniques.		
Knowledge of force policy and national procedures in relation to terrorism.	D	AF/I
Thorough working knowledge of The Criminal Procedure and Investigations Act (CPIA) 1996 and the rules on disclosure.	D	AF/I

<u>Skills/Abilities</u>		
Investigative ability.	E	AF/I
Ability to use all aspects of Force Intelligence Systems.	E	AF/I
Language skills. Please note being multilingual is not essential in the CTU, however, it is advantageous to have officers who are multilingual.	D	AF/I
<u>Other</u>		
Has achieved a good attendance record.	E	AF/E
Officer's applications for this post will only be considered if they have provided a DNA sample for the elimination database.	E	AF/E
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	AF/E

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.

- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.