

GREATER MANCHESTER POLICE
ON BEHALF OF COUNTER TERRORISM POLICING NORTH WEST

JOB DESCRIPTION

POST TITLE:	Intelligence Management Officer (Prevent)
DEPARTMENT/DIVISION/ BRANCH:	Counter Terrorism Police North West (CTPNW)
SECTION/UNIT:	Prevent
GRADE:	F
RESPONSIBLE TO:	Detective Sergeant, Prevent
RESPONSIBLE FOR:	N/A
AIM OF JOB:	<p>Conduct holistic threat, risk and vulnerability assessments on individuals identified as vulnerable to radicalisation.</p> <p>Research, develop and assess intelligence.</p> <p>Identify threats, possible patterns of risk/vulnerability and manage the resultant risks in line with operational requirements of role.</p> <p>Support and educate partners around their Prevent duty.</p>

MAIN DUTIES AND RESPONSIBILITIES

- Comply with Prevent Case Management and Police Gateway Assessment Policies and Procedures in line with national, regional and local guidelines.
- Receive, assess, evaluate and triage Prevent referrals from internal and external partners in order to make appropriate vulnerability assessments.
- Research data systems to accurately review and assess information, making appropriate decisions and recommendations in line with the National Decision Making model.
- Identify patterns of threat, risk and vulnerable behaviour to support Prevent objectives.
- Identify individuals and institutions vulnerable to radicalisation in order to make appropriate recommendations for Prevent engagement and support.

- To produce accurate research summaries utilising all available intelligence in order to provide direction and focus for the department.
- To prepare and deliver research findings in writing and to deliver verbal presentations, as required both individually or in support of the Prevent supervisors.
- Identify opportunities for wider Prevent engagement with internal and external partners.
- Support and educate partners around their Prevent duty in order to raise Prevent awareness.
- Identify opportunities and suggest tactics to address intelligence gaps and information requirements to support the CTPNW business.
- Liaise with CTPNW and other CTUs across the network in relation to Prevent and other CT activity in order to support decision making and share information and best practice.
- Liaise with key partners in relation to national security and terrorism.
- Communicate clearly with partners in order to influence support and engagement, elicit relevant information and share recommendations of assessments.
- Acquire and maintain a level of knowledge regarding local, national and international themes and topics relevant to terrorism issues and political tensions to understand impact of threat picture to Greater Manchester.
- Ensure intelligence activity is undertaken in compliance with all relevant legislation (CPIA, RIPA, DPA, HRA) and according to national standards of good practice (NIM, GPMS and MOPI).
- Comply with the Home Office Counting Rules and National Crime Recording Standards.
- 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.
- 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.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- 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 the 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 carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

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.

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.

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

Intelligence Management Officer (Prevent) has been identified as: **A Peer 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
Intelligence Management Officer (Prevent)
CTPNW

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Qualifications and Education</u> Local Authority Level 1 Safeguarding Course. PNC Course. *	D D*	AF (C) AF (C)
<u>Experience</u> Experience of the conducting research and making intelligence based assessments and decisions. Experience of working in partnership with communities around sensitive issues. Experience of safeguarding cases vulnerable children or adults. Experience of identifying and managing threat, risk, harm and vulnerability in relation to sensitive operational issues.	E E D D	AF & I AF & I AF & I AF & I
<u>Knowledge</u> Has excellent knowledge of the Government's CONTEST and Prevent strategy. Has excellent knowledge of safeguarding legislation relevant to children and adults. Has good awareness of terrorism legislation. Is able to make the connection between national and international social issues and policing local communities. Has good knowledge and understanding of the National Intelligence Model. * Has good knowledge of the workings of OPUs and the four NIM Intelligence Products. * Has good knowledge of legislation relating to the gathering of intelligence e.g. CPIA, MOPI, RIPA, DPA, GDPR, GMPMS and HRA. *	E E E E D* D* D*	AF & I AF & I AF & I AF & I AF & I AF & I

Knowledge of the principles of the Home Office Counting Rules and National Crime Recording Standard. *	D*	AF & I
Knowledge of the issues surrounding the use of Covert Human Intelligence Sources. *	D*	AF & I
<u>Skills/Abilities</u>		
Excellent report writing skills.	E	AF & I
Excellent research and analytical skills.	E	AF & I
Excellent communication skills.	E	AF & I
Ability to prioritise workload and meet deadlines.	E	AF & I
Able to create reports, retrieve information, research databases and use a variety of database applications.	E	AF & I
Competent in using computer systems including Microsoft packages (in particular Word and Excel).	E	AF, I & T
<u>Other</u>		
Full driving license.	E	AF (E)
Flexible approach and willing to work outside normal working hours at short notice according to operational needs.	E	AF(E)
Willingness to work outside of Force.	E	AF
Has achieved a good attendance record.	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

Key

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

- 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.