

LANCASHIRE CONSTABULARY

CANDIDATE SPECIFICATION

Post Title:	Revolution Unit – Local Intelligence Officer
Location:	Revolution Unit
Responsible to:	Sergeant – Revolution Unit
Responsible for:	The post holder will have team and individual responsibilities and will be expected to work closely with colleagues and other departments around the division in order to maximise effectiveness.
Job Purpose:	To support the work of the offender management function by inputting, researching and developing a wide range of data, information and intelligence on criminals, crime and other related matters.
Grade:	LC 5

KEY RESULT AREAS

- Assist the Sergeant with the provision of an effective and efficient information/intelligence service to the Divisional Revolution Unit.
- To monitor team performance to ensure that work is planned, managed and quality assured in accordance with agreed timescales and actions set by the Sergeant, Inspector or Divisional plan.
- To research and analyse information and intelligence, utilising Constabulary and Partner Databases in order to undertake National Comparative Crime Analysis.
- To collate, update and weed information on behalf of the Divisional Revolution Unit, ensuring that accurate records are maintained following Data Protection practices at all times.
- To receive and disseminate information and intelligence about criminals and crimes from a wide variety of sources, check and input details onto intelligence systems ensuring accuracy, integrity and security of data.
- To develop and implement systems to ensure the effective management and maintenance of Constabulary and Divisional manual and computerised recording systems.
- To evaluate data and provide management information from both computerised and manually based records to support the work of the

Divisional Revolution Unit, including the identification of relationships, patterns and trends to support the work of Divisional Intelligence Analysts.

- To liaise with internal and external agencies, including Lancashire Probation Trust, Her Majesty's Court Services, Youth Offending Teams and other non statutory agencies in relation to the release of intelligence related information as prescribed in Constabulary practices/ procedures.
- To provide and deliver intelligence updates/bulletins and briefing packages. Attend briefings and other related meetings to provide intelligence related inputs as required.
- To deal effectively with telephone enquiries in respect of all issues relating to intelligence matters.
- To undertake any administrative duties, including word-processing/typing, the maintenance and update of photographic records, photocopying, etc. as required.
- Demonstrates a strong commitment to delivering a high standard of service with an emphasis on Quality at all times
- To promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.
- To be responsible for improving your performance by participating in the Continuous Professional Development (CPD) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

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Essential	Desirable	To be identified by
Qualifications		
	Intermediate Typing/Word-Processing Qualification (35 wpm).	Application Form
Knowledge / Experience		
Experience of handling, and disseminating information and intelligence about criminals and crimes received from a variety of sources.	Experience of using Microsoft Software Applications, including MS Office – Word, Excel, PowerPoint & Access.	Application Form / Interview
Experience of inputting details onto intelligence systems ensuring accuracy, integrity and security of data.		Application Form / Interview
Experience of working in an administrative/clerical role within a busy office environment dealing with confidential information		Application Form / Interview
Experience of inputting and maintaining computerised and manual filing/recording systems.	Experience of interrogating computer systems to produce reports and management information.	Application Form / Interview
	Experience of managing and developing staff, including appraisal and performance management issues	Application Form / Interview
Experience of writing complex/technical reports/briefings etc		Application Form / Interview
Experience of designing and delivering presentations		Application Form / Interview
Experience of researching information/data, evaluating facts and providing recommendations		Application Form / Interview
Knowledge of Data Protection Principles		Interview
Knowledge of Health & Safety, Equal Opportunities and Community & Race Relations Legislation/issues.		Interview
Other		
A flexible approach to working hours and practices.		Interview

The ability to travel on Constabulary business as required.		Interview
An acceptable level of sickness absence		Attendance to be checked post interview by Recruitment for internal staff, via references for external
Required to pass Security Vetting process.		CTC Check / Internal Vetting process
Personal Qualities		
Decision Making Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.		Interview / CPD*
Leadership – Openness to Change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.		Interview / CPD*
Leadership – Service Delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.		Interview / CPD*
Professionalism Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behavior. Asks for and acts on feedback, learning from experience and		Interview / CPD*

developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.	
Public Service Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.	Interview / CPD*
Working with Others Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.	Interview / CPD*

Date last updated: October 2012

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 it deems appropriate.

*Continuous Professional Development (CPD) refers to the on-going internal appraisal scheme that Lancashire Constabulary employ to monitor and develop its employees.