

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Regional Intelligence Officer	JEID	M0469
Salary Grade:	Scale H		
Team:	Central England Trading Standards Authorities (CEntSA)		
Service Area:	Trading Standards Service - Localities & Community Safety Business Unit		
Primary Location:	Trading Standards Service, Old Budbrooke Road, Warwick, CV35 7DP		
Political Restriction	This position is not politically restricted		
Responsible to:	CEntSA Regional Intelligence Analyst		

Role Purpose

To provide responsive, efficient and effective intelligence, research and administrative support to the Regional Intelligence Function and to support the Regional Intelligence Analyst.

To collate and research data from a wide range of relevant sources in order to create intelligence packages as required and to assist with the implementation of policies and strategies to ensure resources are utilised effectively and priorities are met across the CEntSA region.

The post holder will require research abilities in order to collate data from a wide range of sources and will be required to develop intelligence/research packages.

Role Responsibilities

The post holder will be expected to carry out the following duties:

- 1) Produce high quality products, including subject profiles, problem profiles, sector profiles and other intelligence packages. This will include utilising a broad range of quantitative and qualitative data sources whilst producing reports and making considered recommendations to help further investigations in line with the Intelligence Operating Model.
- 2) Research data including its significance, reliability and validity to assist in identifying trends on a short, medium and long term basis. Produce information, statistics and intelligence packages to support decision making by Trading Standards enforcement staff and the RIA in their operational work.
- 3) Assist with the Production of the Tactical Assessment documents through providing support to the Regional Intelligence Analyst or independently when required. This will include: sourcing information and researching topics, identifying information contained in intelligence databases,

- collating update reports from local authorities across the region and other activities as required. This will include the use of the Citizens Advice Consumer Service database.
- 4) Provide courteous and effective communication, both written and oral including receiving telephone calls, offering appropriate advice to officers whilst inputting and grading intelligence logs on what data can be retrieved from different sources and what information can legally be disclosed to third parties. This will include promoting the use of intelligence to various operational and senior level Trading Standards staff within various meetings, particularly where this may require additional effort from staff to dedicate resources to working within an intelligence led approach.
 - 5) Produce audits using various internal databases, including recommendations on how systems and process improvements can be made to implement and enhance intelligence-led methods of working.
 - 6) Provide assistance (either to the Regional Intelligence Analyst or any other designated Lead Officer) on often complex regional and national intelligence projects/investigations through the collection of primary/secondary data and intelligence.
 - 7) Create and sanitise intelligence logs onto the intelligence database in accordance with the required minimum standard as outlined within the Intelligence Operating Model.
 - 8) Provide feedback on the usage of the different intelligence databases and make recommendations for areas of improvement and contribute to the maintenance of existing databases. This will include identifying barriers to efficiency and the streamlining of information and intelligence handling.
 - 9) Deliver detailed intelligence database training to groups of Trading Standards / other local authority officers and on a one-to-one basis.
 - 10) Create instruction manuals for various databases (such as Experian) and handle all technical database queries from local officers.
 - 11) Assist the Regional Intelligence Analyst with intelligence training delivered to enforcement officers and provide proactive contributions / lead discussions within the various meetings in order to illustrate the benefits of an intelligence-led approach and best practice to be implemented in order to reap the most gains.
 - 12) Assist in the implementation of the requirements of the National Trading Standards Service Intelligence Operating Model and maintain close liaison with local, regional and national intelligence networks to enable links to be made to regional and/or national criminal activity.
 - 13) Liaise with partner agencies including local authorities and other enforcement bodies.
 - 14) To act as secretary at Regional Intelligence Group meetings including the production of minutes/actions and general administration and communication support.
 - 15) Conduct routine Police National Computer checks following authorised requests in line with the required protocol.
 - 16) Conduct eBay enquiries following authorised requests in line with the required protocol.
 - 17) Conduct routine Data Protection enquiries following authorised requests to stakeholders and other partners, in line with the required protocol and legislation.
 - 18) Monitor the regional intelligence email inbox and action enquiries as appropriate.
 - 19) Conduct Intelligence database checks following authorised requests, in line with the required protocol.
 - 20) Respond to telephone enquiries from officers and provide advice on intelligence logs.
 - 21) Deputise for the Regional Intelligence Analyst as and when required.
 - 22) To undertake any other duties as required which are commensurate with the grading of the post.
 - 23) This post has been designated as requiring successful vetting by Warwickshire Police. It is therefore essential that you are willing to complete a Non Police Personnel Vetting Check if offered the post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to A Level standard plus GCSEs grades A-C required in English & Maths and have relevant experience in data analysis/data management or as an Intelligence Professional.	A / D
Specialist knowledge of intelligence principles, including good knowledge of the production and sanitisation of 5x5x5s, government protective marking scheme, and the National Intelligence Model / Intelligence Operating Model.	A / I / T
Demonstrate good verbal / written communication skills with the ability to respond confidently and succinctly, including the proven ability to produce clear, concise written reports, reducing mass data to an understandable form, using appropriate vocabulary for a range of target audiences.	A / I / T
Proven ability to conduct research using open and closed sources/extract and interpret complex data to produce intelligence packages in an understandable form.	A / I / T
Proven ability to work independently on own initiative, prioritise own workload in order to meet deadlines and conflicting priorities.	A / I
Ability to respond to telephone and email enquiries from customers as appropriate, in line with service standards.	A / I
Ability to illustrate personal accountability and work under pressure	A / I
Experience of working in an environment where personal integrity, confidentiality and data security are paramount.	A / I
Sound administrative and clerical skills, including writing emails, letters and reports, record keeping and collection and collation of information for research purposes.	A / I / T
High level of competence in the use of IT (including MS Office, databases, online resources) / competent in the use of spreadsheets (preferably Excel), databases and word processing.	A / I / T
Ability to work effectively as part of a team.	A / I
Working knowledge of intelligence operating models	A / I
Demonstrate the willingness to learn and develop knowledge of Intelligence.	A / I
Willing to work flexibly in response to demands of the job and to travel to other work locations as/when required.	A / I
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Desirable Criteria

Assessed By:

Experience of using PNC.	A / I
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Experience of training staff.	A / I
Working knowledge of the information available to Trading Standards Officers using statutory powers and RIPA.	A / I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse

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<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

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