



## ROLE PROFILE

<b>Role Title</b>	Covert Authorities Co-ordinator	<b>Reporting to</b>	CAB Manager
<b>Section</b>	Central Authorities Bureau	<b>District/Department</b>	Protective Services, Crime
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Under the authority of the Force Authorising Officer, to provide and deliver effective Force and strategic CHIS administration, administering the Source and Covert Authorities Management System in accordance with legislation, Force policy and guidelines and assisting with the administration of all Covert authorities within the Central Authorities Bureau.
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<b>Key outputs for role –</b>	
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes</li><li>2. To provide a function as Administrator on the Source and Covert Operations Management System to ensure effective day to day provision of Covert Authorities to the Force.</li><li>3. To test, implement, maintain and develop the Source and Covert Management system in line with changes to legislation, Force policy and system upgrades</li><li>4. To provide advice and assistance to the Force in relation to Covert Human Intelligence Source matters, and administrative procedures relevant to all covert authorities, ensuring that both NPCC and Force Policy are adhered to.</li><li>5. To maintain, monitor and update computer and paper records in respect of covert operations and relevant authorities carried out by West Yorkshire Police ensuring records are up to date and accurate and that data held is accurate and available at all times.</li><li>6. To undertake research on behalf of the Force Authorising officer in relation to the registration, authorising, handling and participation of CHIS's to enable the provision of Court texts and letters of absolute discretion, involving liaison with NCA, Districts, Departments and other Forces.</li><li>7. To maintain and promote liaison between The Central Authorities Bureau, Specialist Units, BCU's, Dedicated Source Units and other Forces and Agencies, developing and delivering in Force training of the Source and Covert Management system to all Covert Users.</li><li>8. As directed, to co-ordinate and critically evaluate appropriate records of covert policing authorities and direct additional enquiries and action here appropriate to ensure quality, content and legality by the Authorising Officer, Assistant Chief Constable and Chief Constable.</li></ol>	

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Constraints imposed by legislation, practice, directions and policies.

**Work/Business contacts**

**Internal:** All Districts, Departments and Specialist Units (all ranks and police staff including Chief Officer Team)

**External:** IPCO and other UK police forces and interested parties, NCA, CPS, and all other Law Enforcement Agencies and Government bodies.

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

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|---|-----------|
| • Knowledge of current legislation, practices, policy and procedures relating to Source and Covert operations.                              | Essential |
| • Proven experience of managing information or intelligence gathering techniques.   | Essential |
| • Ability to analyse information thoroughly and critically and produce comprehensive and detailed reports on a wide range of complex issues | Essential |
| • Previous experience of working in a secure environment.   | Essential |
| • Previous experience of formal risk management techniques.   | Essential |
| • Previous experience of working with a database software package   | Desirable |
| • Ability to work under pressure and meet deadlines.  | Essential |
| • Strong communication skills-ability to deal with all levels and ranks within and external to the organisation.                            | Desirable |
| • Basic experience in the delivery of training to groups or departments.  | Desirable |

**Other (Physical, mobility, local conditions)**

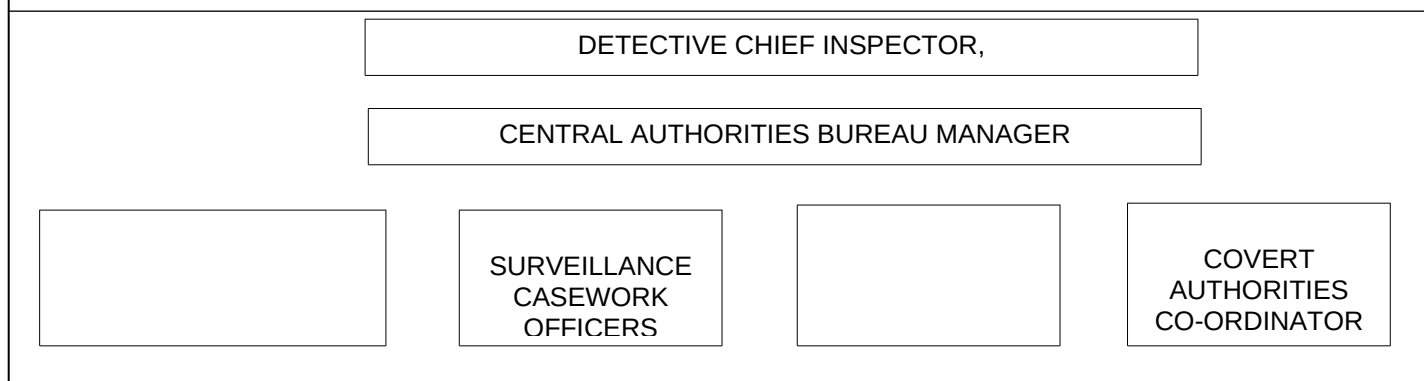
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|---|-----------|
| • Ability and willingness to travel for business purposes.  | Essential |
| • Ability to work on own initiative and work effectively under pressure in stressful circumstances. | Essential |
| • Ability to maintain ongoing security clearance.   | Essential |
| • Ability to maintain awareness of confidentiality and discretion.                                  | Essential |
| • Access to own vehicle and is prepared to use it for business purposes.                            | Essential |
| • Willingness and ability to partake in call out rota.  | Desirable |
|   | Essential |

**Expertise in Role - After initial development - Level 2**

- Detailed knowledge of West Yorkshire Police Source and covert policies, procedures, and national legislation
- The ability to act as a recognised source of advice and guidance to all ranks within the organisation with regards to Covert authorities and display specialist creditable knowledge of Covert authorities.
- Demonstrate the ability to successfully manage and process all levels of Covert Authority.
- Has attended Level 2 Trainers Course

- Has attended and passed Charter Administrator Course
- Detailed administrators knowledge of The Source and Covert authorities system.
- The ability to act as a source of advice and guidance to all ranks within the organisation with regards to the Source and Covert authorities system and to deliver consistent effective and reliable system delivery.
- Established a network of contacts within other Police Forces and other areas of relevant specialism.
- Ability to work without supervision

## Structure



## PART B – COMPETENCIES & VALUES

### Competency and Values Framework –

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

#### Select one level

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Is recognised as an expert source of Covert authority advice and system administrator.
- Has successfully initiated systems for improving the efficiency of the Central Authorities Bureau.
- Developed a detailed knowledge of Covert Policing Legislation, Guidelines and techniques.

## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to buildings where based
<b><i>Vetting Level</i></b>	MV & SC
<b><i>Date accepted as a role profile</i></b>	