YORKSHIRE & HUMBER REGIONAL ORGANISED CRIME UNIT

ROLE PROFILE

Role Title	Researcher	Reporting to	Senior Analyst or Manager as posted
Section	Regional Organised Crime Unit	District/Department	Regional Organised Crime Unit
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

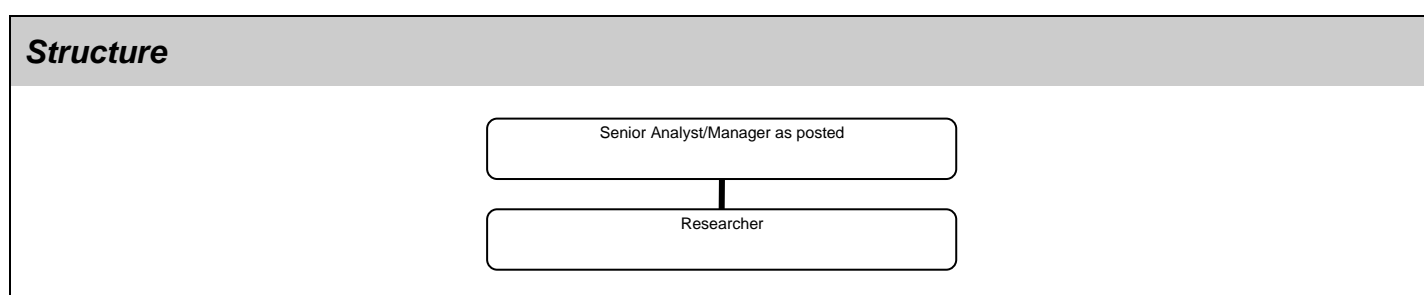| Overall purpose of role	To provide an efficient research service by using the most appropriate products and techniques, assisting in the identification of links and associations between data, to support operational staff and enable management to make informed operational decisions.

Key outputs for role –

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.

2. Receive, gather, process and where appropriate disseminate overt and covert intelligence from a variety of sources ensuring compliance with the various Standard Operating Procedures of the originating Force/Agency and any agreed protocols that are in place.

3. Interrogate IT databases and obtain information from external sources to provide up to date, relevant intelligence to facilitate investigations, ensuring compliance with all current legislation and best practice.

4. As directed, conduct live time research to support ongoing operational activity.

5. Create, monitor and maintain ongoing products updating as and when necessary to ensure that both intelligence and operational staff have all relevant information available, ensuring that these products comply with the Standard Operating Procedures of the Unit.

6. Contribute to and participate in departmental / force / regional meetings as required.

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

- The approach of the region to the current Policing Plan and various Force Priorities determines the volume and/or complexity of research and analysis required.

- All relevant available databases and external sources, including being the nominated SPOC for certain IT systems

- Working to national priorities and operating models.

Work/Business contacts

Internal: Officers and staff at all levels including Senior Investigating Officers.

External: Officers and staff at all levels from other forces and regions, external partner agencies.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Proven experience within an intelligence environment and experience of research.	Essential
• Good working knowledge of, and ability to operate, computerised databases	Essential
• Can demonstrate experience of writing structured reports	Essential
• Excellent communication skills both oral and written	Essential
• Ability to work in a high pressure environment and to tight deadlines	Essential
• Ability and willingness to complete IPP accreditation for the role	Essential
• Previous experience in analysing data	Desirable
• Experience of working within a Serious and Organised setting	Desirable
Other (Physical, mobility, local conditions)	
• Is prepared to work flexible hours to suit the requirements of the department.	Essential
• Willingness to undertake and successfully pass MV, SC, STRAP and potentially DV vetting	Essential
• Ability and willingness to travel for business purposes	Essential
• Ability and willingness, if the needs of the Force dictate, to work at any district / unit within the force.	Essential

Expertise in Role - After initial development - Level 2
• Detailed knowledge of Force and Regional Structures
• Has successfully completed courses relevant to the post, and is able to fully interrogate and extract information from all appropriate systems.
• Has commenced the Researcher IPP accreditation
• Detailed knowledge of the Data Protection Act and Management of Police Information and standard Operating Procedures as it relates to the work of the Department.
• Detailed knowledge of available sources and methods of gaining information
• Detailed knowledge of evidential requirements of all research produced in order to protect intelligence sources.

Structure

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│  Senior Analyst/Manager as posted │
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│          Researcher              │
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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

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
• Able to fully interrogate all IT systems within the Department.
• Is recognised and used as an expert in all matters relating to intelligence research.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management Vetting, SC in ROCU, and additional STRAP in SIU (and DV in some areas)
Date accepted as a role profile	11/4/17