# ROLE PROFILE

**WEST YORKSHIRE POLICE**

**COUNTER TERRORISM POLICING NORTH EAST**

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|---|---|---|---|
| **Role Title** | Researcher | **Reporting to** | Senior Regional Analyst |
| **Section** | Intelligence Thematic Area | **District/Department** | CTP NE |
| **Tenure** | | **Rank/Grade** | Scale 4 |

## Part A – JOB DESCRIPTION

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| **Overall purpose of role** | Conduct research in support of CTP objectives, providing timely and accurate reports to a range of CTP customers, internally and externally. |

**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. Attend any meetings relevant to the role and liaise with customers to define research requirements, providing advice on opportunities and limitations that may exist.
3. Gather, collate and evaluate information from a diverse range of information sources including interrogation of computerised databases and liaison with external agencies to obtain information.
4. Use the information gathered to provide clear summaries and in-depth reports on various entities, highlighting any problems, limitations or inconsistencies in information and where intelligence gaps exist. Present all results of research in a coherent and professional manner including full references and audit trails for each piece of information.
5. Identify and provide relevant, timely information to contribute to the development of strategic and tactical intelligence assessments and National Intelligence Model products.
6. Provide real-time research to support live-time incidents in CTP-NE Region and/or in support of the national network requirements.
7. Conduct overt internet research, ensuring adherence to relevant legislation and compliance. Capture the findings of the research to a required standard as directed.
8. Comply with all relevant legislation, standards, protocols, procedures and guidelines, for example NSIM, GSC/GPMS, GDPR, etc. to ensure adherence to legislative requirements.
9. Provide clerical and administrative support as required, including spreadsheets and record keeping, ensuring a high degree of accuracy.

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

- All relevant available computerised databases and external sources, in all thematic areas.
- Production of reports as required for CTP Thematic Areas

**Work/Business contacts**

**Internal:** All CTP staff, officers, CTOC Prisons, Prevent, CT NOC, Regional Forces
**External:** Police Officers and Staff in other CTPs, Forces. Prisons and members of partner agencies and other stakeholders.

| Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
| --- | --- |
| • Previous experience within an intelligence environment and/or experience of research | Essential |
| • Good working knowledge of Microsoft Office products and the ability to interrogate computerised databases | Essential |
| • Excellent communication skills, both verbal and written including report writing skills | Essential |
| • Be willing and able to attain Intelligence Professionalisation Programme (IPP) certification in line with the role | Essential |
| • Able to work in a high pressure environment and to tight deadlines | Essential |
| • Previous experience in analysing information | Desirable |
| **Other (Physical, mobility, local conditions)** | |
| • Is prepared to work flexible hours to suit CTP requirements | Essential |
| • Is willing and able to travel for business purposes and potentially to work for extended periods across or outside the NE region | Essential |
| • Willingness and ability to successfully complete DV vetting procedures | Essential |

| Expertise in Role - After initial development - Level 2 |
| --- |
| • Knowledge of CT policing structures and Thematic Area<br>• Has successfully completed any appropriate computer-based courses<br>• Knowledge of available sources and methods of gaining information.<br>• Knowledge of all relevant legislation, standards, protocols, procedures and guidelines.<br>• Has commenced IPP |

**Structure**

LOCAL SGT – THEMATIC AREA

SENIOR REGIONAL ANALYST

INTELLIGENCE ANALYSTS
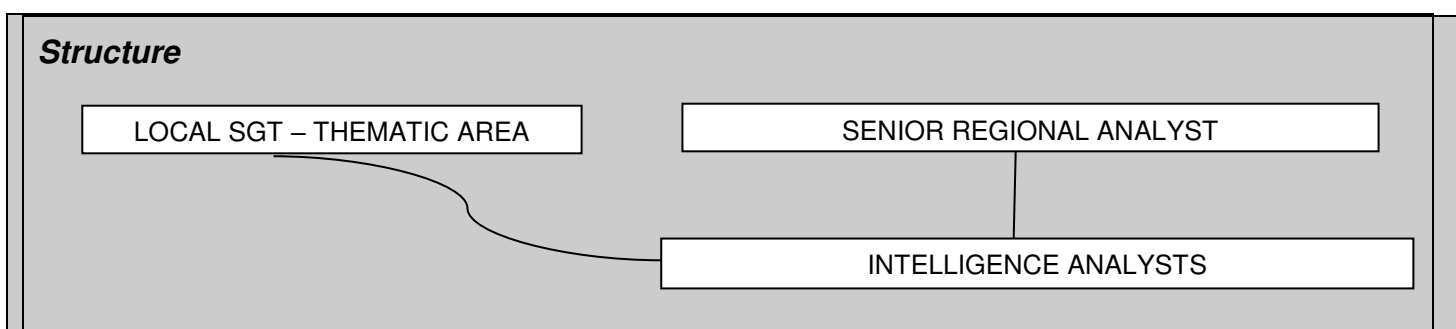
# PART B – COMPETENCIES & VALUES

**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)**

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# PART D - ACCESS & VETTING

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| **Standard IT Access** | Default |
| **Police Building (Perimeter and Zone access)** | Perimeter Access to buildings where based |
| **Vetting Level** | MV, SC and DV |
| **Date accepted as a role profile** | 23.12.19 |