ROLE PROFILE

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

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

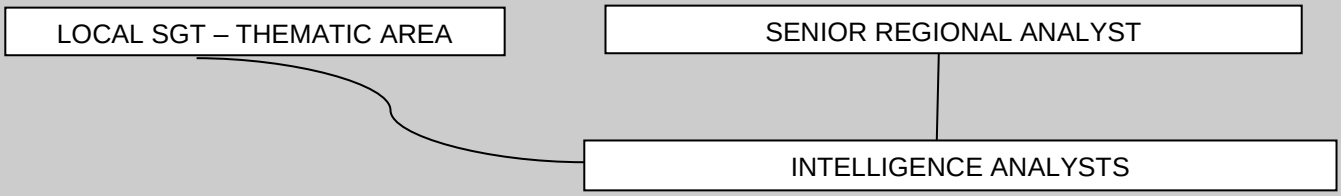
External: Police Officers and Staff in other CTPs, Forces. Prisons and members of partner agencies and other stakeholders.

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
- Has successfully completed any appropriate computer-based courses
- Knowledge of available sources and methods of gaining information.
- Knowledge of all relevant legislation, standards, protocols, procedures and guidelines.
- Has commenced IPP

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

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
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PART D - ACCESS & VETTING

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