



Role Title	Business Assurance Support and Tasking Assistant	Reporting to	CTP NE Regional Business Assurance Manager
Section	Intelligence	District/Department	CTP NE
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	On behalf of the Regional Information Asset Owner (RIO), assist in the co-ordination of business assurance and information asset processes, ensuring information is accurate, appropriately recorded and protected to prevent inappropriate access through the application of Groups, Roles and Permissions (GRPs) . Ensure adherence to national policy and compliance with the Management of Police Information (MOPI) and other data protection regulations through a rigorous and auditable process. Assist in the coordination and tasking of North East Regional resources and assets to meet the needs of the CT network.
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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.	To undertake Co ordination and Tasking Office (CATO) activities in supporting the strategic and tactical processes, maintaining minutes and associated spreadsheets to ensure that up to date information is available with regards to resourcing and budgets. Attend Regional and National meetings relevant to the role.
3.	Provide support to the Business Assurance Manager to ensure compliance of National Standards of Intelligence Management (NSIM) on behalf of the Regional Information Asset Owner by conducting regular dip sampling of work flow processes to ensure that this meets the agreed tolerance standards and measures. Providing Auditable recording of results within Business Assurance workbooks.
4.	Provide advice and guidance to the SLT with recommendations as to the day to day capability of tasking and deployment within the CTU to ensure the optimal use of resources.
5.	Receive and assess enquiries from internal/external customers including regional forces and at CTC, offering advice and assistance in relation to resources and organisational demand.
6.	Prevent intelligence failure by ensuring information is available at the correct levels. Be responsible for accurately maintaining Groups, Roles and Permissions (GRPs) spreadsheets and controlling access and visibility of intelligence to users on the National Common Intelligence Application (NCIA). Provide advice and support to regional stakeholders ensuring staff are able to access the relevant information in accordance with National policy and that controls are consistently applied across the region. Create and submit for approval the Risk Balanced Cases for access on NCIA.
7.	Attend Ops IMU set-up meetings to collate the information required to create new Ops IMU on NCIA, setting appropriate access levels and group/roles/permissions (GRP). Responsible for the closure of Ops IMU on NCIA.
8.	Undertake agreed processes to ensure that Intelligence held on the NCIA is regularly reviewed and weeded in compliance with Approved Professional Police Information (APPI), Management Of Police Information (MOPI), Data Protection Act (DPA-LE) including GDPR, Human Rights Act (HRA) and future data compliance regulations.
9.	Responsible for the maintenance and compliance of the folder structure on the national secure network (NSN), This includes regular monitoring of content to prevent the retention of out of date information, inappropriate storage of intelligence and therefore reduce the risk of intelligence failure.
10.	Responsible for the issue and collection of RSA Tokens along with updating the Compliance and Protective

Monitoring UNIT (CPMU) with movement of staff and vetting compliance to ensure that up to date and relevant records are maintained. Act as Authorised Approvers for passwords on the NSN, NCIA and COHP

11. Manage various e-mail accounts for the Business Assurance Team and CATO on NSN, NCIA and PNN.

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

- Provide admin and clerical support to the department
- Provide general assistance, support and advice to all customers
- ACPO Guidelines which apply to Standard Administration Procedures

Work/Business contacts

Internal: Police Officers and Police Staff members

External: Regional and National Police Forces and Law enforcement bodies, NGU, CSC and other partner agencies.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Has detailed knowledge and can use computer packages such as Word Processing, Spreadsheets and PowerPoint | Essential |
| • Proven ability to work in situations demanding sensitivity and confidentiality | Essential |
| • Proven experience within an intelligence environment | Desirable |
| • Successfully attended and passed National Indexing Standards and Procedures Course | Desirable |
| • Minute taking and/or short hand skills | Desirable |

Other (Physical, mobility, local conditions)

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| • Ability and willingness to travel for business purposes throughout the UK | Essential |
| • Receive clearance from vetting procedures including financial checks, SC and Developed Vetting | Essential |
| • Willingness and ability to work flexible hours to suit Departmental requirements | Essential |

Expertise in Role - After initial development - Level 2

- Has successfully completed NCIA related courses
- Detailed knowledge of National /regional and local CT/DE Procedures and Policies
- Is recognised as an expert in relation to Business and Information Assurance matters

Structure

CTP NE REGIONAL BUSINESS ASSURANCE MANAGER

BUSINESS ASSURANCE SUPPORT
AND TASKING ASSISTANT

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

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	MV, SC and DV
<i>Date accepted as a role profile</i>	22/8/18