



# West Mercia POLICE

## JOB PROFILE

<b>POST TITLE:</b>	<b>Intelligence Assistant</b>
<b>GRADE:</b>	B
<b>DIRECTORATE:</b>	Local Policing
<b>RESPONSIBLE TO:</b>	DS – Anti corruption Unit, Professional Standards
<b>LOCATION:</b>	Hindlip
<b>JOB PURPOSE:</b>	To create and maintain computer and manual records in respect of information and intelligence in relation to reports of corruption, dishonesty and unethical behaviour. To maintain a record of Force business interests.

### MAIN RESPONSIBILITIES:

1. Record, store and supply information correctly using appropriate systems, in accordance with legislative requirements and Force policy.
2. Gather information from a range of sources in order to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.
3. Provide advice to support the achievement of organisational objectives and enable compliance with organisational policy. This could be to colleagues, partners, other agencies or members of the public.
4. Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.
5. Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements.
6. Disseminate intelligence in the appropriate manner to relevant organisations, departments and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care.
7. Maintain an accurate record of business interests across the Force.
8. To manage the IDU covert account.
9. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

<b>Special Conditions:</b>	None
<b>Security level:</b>	RV

### **BEHAVIOURS: PRACTITIONER**

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 1** of the CVF.

### **PERSON SPECIFICATION:**

#### **Knowledge:**

- 5 A-C Grade GCSE (or equivalent) including English and Maths.

#### **Experience:**

- Previous experience of administration processes.
- Experience of working as part of a team in a customer services environment, managing a high and varied workload.
- Previous experience of covert law enforcement is preferable but not essential.

#### **Key Skills:**

- Proven ability to communicate both orally and in written form with a wide range of people.
- Proven ability to work to strict deadlines whilst managing a high workload under pressure.
- Competent in the use of IT, including Microsoft packages.
- Experience of gathering and collating information using appropriate questioning techniques and create and maintain accurate records.
- The ability to read and understand instructions.