

Cumbria Constabulary HAY JOB PROFILE



Job Title:	Intelligence Development Officer	Department:	PSD
Reports To:	Anti-Corruption Unit Detective Sergeant	Location:	Headquarters

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

It is the responsibility of the individual employee to comply with the Cumbria Constabulary Health & Safety Policy and all other relevant Health & Safety legislation.

1. JOB PURPOSE

Primary responsible for audits conducted in Professional Standards Department including routine audits in relation to appropriate use of systems and personnel access levels as well as intelligence led audits and investigations on behalf of the Anti-Corruption Unit. Creating high quality detailed documentation presenting investigation results and recommendations to the head of the Professional Standards Department. Supporting Cumbria Constabulary in achieving its objectives by identifying non-compliance with the Data Protection Act and relevant internal policies and procedures including the Anti-Fraud and Corruption Policy. To conduct covert security tests of Constabulary buildings and premises. To provide training and advice on all aspects of the GPMS.

2. PRINCIPAL ACCOUNTABILITIES

Intelligence Led Investigations

- 2.1 The lead co-ordinator for Force critical audits conducted within the Professional Standard Department, in conjunction with the Anti-Corruption Unit, liaising with the ICT department where appropriate and ensuring compliance with the Data Protection Act and Constabulary policies and procedures.
- 2.2 Responsible for conducting intelligence led misconduct assessments and assisting misconduct investigations. This includes the identification of system audits which assist in the investigation, conducting audits of relevant internal systems and subsequent interpretation of audit data results to then be presented in the form of a comprehensive, confidential and sensitive written assessment and documentation to enable PSD management to complete comprehensive severity assessments for incidents of a misconduct nature.
- 2.3 Liaise with management within Professional Standards Department and Human Resources regarding the findings and where appropriate produce comprehensive reports detailing the findings.

- 2.4 Responsible for conducting intelligence led audits in relation to the misuse of internal systems on behalf of the Public Complaints department and interpreting and presenting the audits results in a meaningful format.

Routine System Audits

- 2.5 Contribute to and maintain the integrity and security of both National and Local Force intelligence systems by undertaking regular audits of user access permissions, data quality checks and audits in relation to appropriate use of the systems in order to ensure compliance with local and national procedure and inspecting authorities.
- 2.6 Produce reports for, and liaise with management across the force in relation to routine system audits ensuring they have a full understanding of the audit processes involving personnel under their supervision and ensuring that, where appropriate, proportionate management action is taken in relation to issues highlighted as a result of the audit process.
- 2.7 Liaise with management within the Professional Standards Department and Human Resources regarding the findings and where appropriate produce comprehensive reports detailing the findings.

System Documentation/Procedures

- 2.8 Create, implement and review audit frameworks and procedures for Force critical systems and produce supporting documentation such as Operations Board papers in order to ensure compliance with local and National requirements.
- 2.9 Contribute to the reduction of corruption within the Constabulary via the creation and dissemination of departmental PASS newsletters and bulletins aimed at increasing personnel awareness of emerging/repeat anti-corruption issues and providing relevant and pragmatic guidance, advice and lessons learned.
- 2.10 Carry out the risk assessment of information processes to highlight security deficiencies and make recommendations to prevent the likelihood of security incidents occurring.

Crypto Custodian

- 2.11 Crypto Custodian for the Constabulary overseeing and holding the overarching responsibility for the safekeeping and management of encryption issued by the Government Communications Headquarters (GCHQ) / Communications-Electronics Security Group (CESG) including all administrative, training and physical security requirements as mandated by GCHQ/CESG.
- 2.12 Acting as the Constabulary lead/representative to ensure compliance with all aspects of CESG Policy in preparation for CESG inspections/audits of Cumbria Constabulary.
- 2.13 This is a Nationally mandated role of critical importance to the Organisation. Failure to maintain this role would result in loss of accreditation for the Constabulary.

General Housekeeping

- 2.14 Primary responsibility for the creation and regular maintenance of the Professional Standards Department intranet site including sub-sites and departmental electronic forms, ensuring that all information is relevant and current.
- 2.15 Decision maker in relation to personnel requests to access internet sites blocked by the Constabulary internet firewall, considering the potential risks to the Constabulary. Referring complex requests to line manager for overall decision.
- 2.16 Represent the Constabulary at relevant meetings nationally and locally in relation to management of audit systems and Data Protection matters including force critical meetings with National bodies.

Training

- 2.17 Participate in the development and delivery of training in relation to the Government Protective Marking Scheme/Government Security Classifications. Independently design and develop learning and development sessions for specified users when required and provide training where appropriate.
- 2.18 Assist as and when necessary, through training, in raising staff awareness of security issues and staff responsibilities. Assist the Anti-Corruption Unit with the delivery of training to a variety of audiences including student Officers in order to ensure all staff joining the Constabulary are aware of the standards of behaviour expected of them during their careers.
- 2.19 Liaise with all areas of the Constabulary on appropriate security measures and documentation as required, including managing and reporting security incidents and sharing information securely.

3. DIMENSIONS

The post-holder has no budgetary or supervisory responsibility.

The post holder will provide resilience to the Anti-Corruption Unit Detective Constables. They will require knowledge of the Police Standards of Professional Behaviour and the ability to work independently under time constraints in order to enable the department to deal with misconduct issues in a timely manner thus minimising the effect of any investigation on the subject of the investigation and the Constabulary.

They will also be responsible for conducting audits of Constabulary systems from which they will produce a variety of high quality evidential reports/documentation that will represent the organisation and ACPO to the public.

Directly responsible to the Detective Sergeant, Anti-Corruption Unit, Professional Standards Department.

This person will be required to be vetted to SC level.

4. KEY FEATURES

4.1 Important Working Relationships

Internal

Title	
Head of PSD	
ACU Detective Inspector	
ACU Detective Sergeant	
ACU Detective Constable(s)	
Complaints Department	
Supervisors across the force	
ICT Department	

External

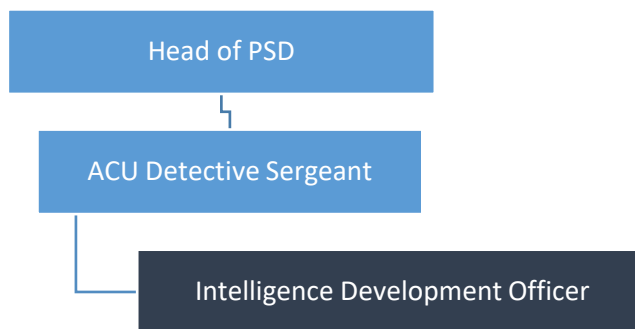
National Crime Agency – National Covert Audit and Administration Unit (NCAAU)
College of Policing
Her Majesty’s Inspectorate of Constabulary (HMIC)
CESG/GCHQ
IPCC

4.2 Major Challenges

Upholding the integrity of investigations and the Constabularies reputation, delivering high quality evidential documentation within time constraints.

Promoting and raising awareness of security within the Constabulary while ensuring that it is not viewed as a barrier.

5. ORGANISATION CHART



Agreed by Post Holder: _____ Date: _____

Line Manager: _____ Date: _____

Head of Department: _____ Date: _____

CUMBRIA CONSTABULARY PERSON SPECIFICATION

JOB: Intelligence Development Officer

LOCATION: PSD, Headquarters

Remember only the information contained in this document is used to advertise, short list and for selection at interview.

Any criterion included within either the essential or desirable elements must be objectively justifiable in order to avoid direct or indirect discrimination.

	Essential	Desirable
<p>Experience & Knowledge</p> <p>Skills & competencies required.</p> <p>E.g. Geographical knowledge of the area, familiarity with certain legislation.</p>	<p>Working experience and applied knowledge of computer applications including Microsoft Excel and Word</p> <p>In depth knowledge of the Data Protection Act and its overarching principles.</p> <p>Experience, knowledge and understanding of the key principles of audit and inspection.</p> <p>Proven ability to write confidential, sensitive and comprehensive reports at a high level suitable for further dissemination to senior management.</p> <p>Evidence good data presentation and analytical skills.</p> <p>Ability to maintain concentration and attention to detail when working with high volumes of information.</p> <p>Knowledge and or experience of using analytical techniques.</p> <p>Understanding of the requirement to implement and enforce security, both physical and data.</p>	<p>Experience of auditing</p> <p>Knowledge of the Government Protective Marking Scheme/Government Security Classifications.</p> <p>Knowledge of HMG IA Standard – IS4 (Crypto).</p> <p>Experience of using and knowledge of Constabulary systems including intelligence systems.</p> <p>Knowledge of the Police Standards of Professional Behaviour, Code of Ethics and Police Staff Terms and Conditions Handbook.</p> <p>Ability to make key recommendations in relation to misconduct issues.</p> <p>Previous knowledge and experience of delivering training to individuals and groups using appropriate language and techniques.</p>

	Essential	Desirable
	<p>Knowledge of structured risk assessment using appropriate techniques.</p> <p>High level of presentation skills.</p> <p>Proven time management and ability to manage own workload.</p>	
<p>Education & Training</p> <p>General education</p> <p>Specialist training</p>	<p>Educated GCSE level (A-C or 4-9 after 2017) including English and Mathematics or equivalent demonstrable competence.</p> <p>High standard of ICT literacy.</p>	
<p>Competency and Values Framework (CVF)</p> <p>(Level 1)</p>	<p>Innovative and Open Minded</p> <p>Deliver, Support and Inspire</p> <p>Taking Ownership</p> <p>Critically Analyse</p> <p>Collaborative</p> <p>Emotionally Aware</p>	
<p>Circumstances</p> <p>E.g. Driving licence/mobility</p> <p>Shift working</p> <p>Unusual/irregular working hours</p> <p>Standby/callout</p>		<p>Driving Licence</p> <p>Cumbria Policy authority to drive Constabulary motor vehicles (form T36)</p>