



National Offender Management Service

HQ Job Description (JD)

Band 8

Directorate: Security, Order and Counter Terrorism

Job Description: Intelligence Capability Manager

Document Ref.	HQ-JES-1993 Intelligence Capability Manager v2.0
Document Type	Management
Version	2.0
Classification	Official
Date of Issue	10 December 2021
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

HQ Job Description

Job Title	Intelligence Capability Manager
Directorate	Directorate of Security, Order and Counter Terrorism
Band	8

Overview of the job	This post sits in the National Intelligence Unit and holds responsibility for designing and managing a portfolio of work that continues to develop the intelligence capability in HMPPS. This will include building the capability of our existing and new intelligence staff, ensuring the smooth running of the intelligence management processes (including responsibility for managing quality assurance exercises), monitoring unit spend and performance management information, production of policy, and establishing new systems to monitor the impact of the intelligence analytical service. This post will report directly to the Band 9 Head of Unit who in turn reports to the Band 10 within the National Intelligence Unit. This post may be based in either HQ (102 Petty France, London) or in one of the five Regional Hubs, exact detail will be specified in the advert. Occasional travel to establishments, prison regional offices and Probation Service Division offices as well as law enforcement partners' offices may be required. Remote/home working will be an option though specifics will be role dependent. The post has no operational requirement. However, an understanding of prisons and probation operations, as well as intelligence functions would be an advantage.
Summary	The post holder will require sound planning, organisation and administrative skills, with an eye for detail and an ability to plan for short and long term delivery. Post holder needs strong communication and influencing skills and be able to manage stakeholder engagement. The post holder may have line management responsibility, and will need to demonstrate considerable leadership and influencing skills in order to drive forward this work. The post holder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Security Check (SC), but there may be a requirement to be vetted to Developed Vetting (DV) standards with a further STRAP accreditation.
Responsibilities, Activities & Duties	The job holder will be required to carry out the following responsibilities, activities and duties: The post holder will be responsible for the design and delivery of intelligence capability portfolios of work. Specific responsibilities will include: • The development and implementation of intelligence capabilities and associated intelligence management systems, procedures, standardised products, policies, a quality assurance programme (for analytical work and information handling), and a system to monitor the impact of intelligence analytical work. • The smooth running of intelligence management processes, including strategic and tactical tasking and coordination meetings at national and, (through Unit Managers) at sub-national levels and support to local intelligence management activity – will be recognised as an 'expert' for matters of process and information handling requirements, and will be required to assist Heads of Intelligence Units in overcoming obstacles to delivery.

	- Managing a recruitment, induction, and training programme for circa 250 staff, ensuring appropriate IT resources and accommodation are in place. - Establishing and managing a programme to support ongoing professional development of intelligence staff in HMPPS, working with the College of Policing and the Professional Head of Intelligence Analysis (PHIA) on the Intelligence Professionalisation Programme and other Civil Service departments/agencies as required. - Monitoring unit spend (including any funds provided externally). - Developing management information tools, to monitor programme performance against delivery plans. - Lead on policy developments and ensure compliance with prison rules, legislation and data protection. - Develop and enhance intelligence applications and capabilities that underpin decision making and ensure HMPPS are resilient to operational threats. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The post holder is therefore expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.
--	--

Behaviours	- Seeing the Big Picture - Communicating and Influencing - Changing and Improving - Working Together - Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	Knowledge of intelligence structures, working practices and operating environment of HMPPS and law enforcement partners.
Technical Requirements	
Ability	Evidenced ability to design and manage a project or programme.

Minimum Eligibility	<i>Please do not alter this box</i> - All candidates are subject to security and identity checks prior to taking up post. - All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. - All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
----------------------------	---

Hours of Work (Unsocial Allowances)	<i>Leave Blank</i>
--	--------------------

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
------------	--	---------	------------	-----------

Seeing the Big Picture		Evidenced ability to design and manage a project or programme.	Knowledge of intelligence structures, working practices and operating environment of HMPPS and law enforcement partners.	
Communicating and Influencing				
Changing and Improving				
Working Together				
Leadership				