



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 3

## Directorate: Security, Order and Counter Terrorism

### Job Description – Intelligence Unit Researcher

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	Intelligence Unit Researcher
<b>Directorate</b>	Security, Order and Counter Terrorism
<b>Band</b>	3

<b>Overview of the job</b>	<ul style="list-style-type: none"> <li>The Researcher will support the Intelligence Analysts in developing the intelligence picture on a range of threats and risks impacting on their geographic or thematic area. Intelligence assessments will look across prison and probation contexts at 'high priority' offenders, offending groups and operational security vulnerabilities in their area.</li> <li>The post holder will obtain, evaluate, prepare and supply information for the Intelligence Analysts, in line with priorities for the Intelligence Unit. They will also disseminate the intelligence product in compliance with relevant legislation, codes of practice, standards, procedures and guidelines.</li> <li>The post holder will report to an Intelligence Analyst in the Units. The post is a flexible resource within the function and the post holder may be asked to undertake work for another Unit to respond to changes in priorities.</li> <li>This post is based in a regional Hub of the Security, Order and Counter Terrorism Directorate. Whilst the post has a 'base', occasional travel to HMPPS headquarters, prison establishments, prison regional offices and National Probation Service Division offices as well as law enforcement partners' offices may be required.</li> </ul>
<b>Summary</b>	<ul style="list-style-type: none"> <li>This is a key support role in the intelligence analytical function. The post holder will be expected to provide high quality intelligence research to the Intelligence Analysts.</li> <li>The post holder will need to obtain and work with large volumes of information in both written and numeric form, some of which will be held in bespoke databases. They should be confident in organising information, using software where appropriate to do this. They will also require strong numerical and written skills and an eye for detail so that information is presented accurately.</li> <li>The post holder will need to build productive relationships with a range of internal and external partners in order to obtain relevant information when it is needed and manage and respond to expectations of intelligence customers.</li> <li>The post holder will also require strong administrative skills and the ability to manage and prioritise their own workload.</li> <li>The post has no operational requirement. However an understanding of prisons, probation and/or law enforcement operating environment would be an advantage.</li> <li>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) standards.</li> </ul>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>Obtain and evaluate information relevant to intelligence questions from a range of sources, in line with a collection plan agreed with the Intelligence Analyst. This may include, for example: interrogating HMPPS' databases (e.g. Delius, NOMIS, OaSys, Mercury intelligence system); researching 'open source' information; obtaining HMPPS' performance data; identifying relevant research (including HMPPS', wider government and academic sources); seeking expert opinion; and information held by partner agencies.</li> <li>Prepare and supply information to the intelligence analyst. This will require organising information, using software where appropriate. Activities may include, for example: cross-referencing data sets; producing graphs, tables and</li> </ul>

	<p>charts; writing summaries of source documents; providing extracts of databases; and recording meetings/interviews.</p> <ul style="list-style-type: none"> <li>• Establish and maintain a catalogue of source information relevant to intelligence questions.</li> <li>• Maintain a catalogue of intelligence products and a database of intelligence customers. Disseminate intelligence products in line with handling requirements and in compliance with relevant legislation, codes of practice, standards, procedures and guidelines.</li> <li>• Identify and pursue opportunities to enhance the intelligence picture by seeking new sources of information and maintaining good working relationships with internal and external partners who can supply information.</li> <li>• Handle all information and intelligence in line with HMPPS' policies, and relevant legislation.</li> <li>• Take an active role in HMPPS' intelligence analyst community, supporting own and colleagues' professional development.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is 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.</p>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Managing a Quality Service</li> <li>• Communicating and Influencing</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Ability</b>	<ul style="list-style-type: none"> <li>• MS Word and Excel</li> <li>• Strong numeracy and literacy skills</li> </ul>
<b>Experience</b>	
<b>Technical</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>
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## Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions		MS Word and Excel		
Managing a Quality Service		Strong numeracy and literacy skills		
Communicating and Influencing				
Delivering at Pace				