



Job Description



Job Title:	SOU Researcher
Department/Team:	Inspectorate / SOU
Location:	Headquarters
Line Manager's Title:	SOU Systems Manager

1. Overall Job Purpose

To provide an intelligence & investigation research support function for RSPCA Field Officers and Special Operations Unit (SOU) researching animal cruelty and high level organised criminality.

Presenting this research through the creation of reports and briefings.

To act as a specialist for open source research and social media investigations within the organisation

2. Structure

See Establishment Structure Charts.

3. Key Tasks/Job Description

To work and be part of an integrated Society wide Intelligence team within SOU and act as the Research specialist to assist the Intelligence Officers with investigations into serious and organised animal related crime, in order to support the National and Departmental Strategy;

To act as the primary National research function for the RSPCA and support 35 Inspectorate groups with all welfare-related research requests in order to assist the development and progress of investigations;

To lawfully collate, evaluate, prioritise and present information and research from a wide range of open and closed information sources in line with current legislation and nationally recognised guidelines. To ensure this information is created ethically and in accordance to the National Intelligence Model (NIM), the Data Protection Act and Human Rights Act, while highlighting risk where reasonably practical to help ensure the wellbeing of everyone involved;

To produce comprehensive, accurate and clear research reports for Field officers and Intelligence Officers to be used to fill intelligence gaps, or for evidential purposes as part of investigations and/or operations. To produce a covering witness statement with the reports where necessary, and attend court to give evidence on research gathered if and when required;

To add research to the Intelligence Management System (IMS) in line with data standards for review by the Intelligence Supervisor, providing provenance and sanitising Intelligence and research in accordance with the NIM. Where necessary, propose subjects or create Job Proposals for further development and investigation to the Intelligence Manager via the Weekly Intelligence Briefing (WIB);

To be the single escalation route within the RSPCA for unresolved welfare complaints, identifying what information is needed for Inspectorate allocation to be possible, and conducting the necessary research in order to add a location/subject to a complaint log;

To act as a point of contact for internal departments such as Social Media, Enquiries and Press in relation to ongoing media related issues, or trends in online cruelty. To negotiate and agree the best processes and resources to develop complaints or tackle trends. To act as an organisational specialist in research and online evidence gathering. To attend meetings with internal departments and external organisations to act as a specialist in this line of work;

To provide organisational support, guidance and training with regards to welfare trends and open source research. To ensure the continued up-skilling of the Society and intelligence unit with regards to these research techniques;

Build up and maintain a broad network of internal and external contacts for the purpose of research and best practice;

Identify opportunities to learn new skills and maintain knowledge of current technology, trends and legislation required for the role through the attendance of training courses and conferences, to ensure new research methodology is shared and embraced by the Intelligence team through the creation and maintenance of an easy to use and accessible knowledge base;

To analyse trends for intelligence purposes and for senior management consideration. Working with internal departments to highlight these issues for Society wide action eg Campaigns or Press;

Produce monthly statistical returns, using information gathered from the intelligence system and internal data, as well as produce statistical returns for the National Control Centre (NCC) in relation to welfare prompt allocation and resolution;

To assess and proportionally share information from other agencies with Inspectors and highlight risks where necessary, and ensure information is suitably sanitised. To also identify where Intelligence or information should be shared with other Society departments or partner agencies and promote such in a legal manner and format;

Assist with the creation, collation and audit trail of Unit and Divisional requests, as well as the development of Standard Operating Procedures where necessary;

Provide research support for Major Incidents when required;

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4. Person Specification

Please see person specification attached (appendix A)

This job description is a statement of the job content required as of September 2017. It should not be seen as precluding future changes.

PERSON SPECIFICATION**SOU Researcher**

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	A level or equivalent.	Open source intelligence training (BTEC or equivalent)
EXPERIENCE	Good general experience of IT and social media.	<p>Research experience.</p> <p>Knowledge and understanding of court based proceedings.</p> <p>Full valid UK driving licence.</p> <p>Proven experience in working as part of a team to achieve results.</p> <p>Experience of working independently and on own initiative.</p> <p>Experience of actively working with external agencies and internal departments.</p> <p>Show resilience and drive in order to conduct sometimes difficult topics, and remain professional throughout</p>
SKILLS AND COMPETENCIES	<p>Ability to work alone and unsupervised.</p> <p>Excellent interpersonal skills.</p> <p>Good administration skills.</p> <p>Ability to plan and meet deadlines.</p>	
PERSONAL QUALITIES	<p>Flexible approach to work.</p> <p>Ability to remain calm under pressure.</p>	

	Ability to work with minimum supervision.	
SPECIAL CIRCUMSTANCES (if any)	N/A.	