



Job Description



Job Title: Intelligence Officer
Department/Team: Field Operations \ Inspectorate \ SOU
Location: Regions
Line Manager's Title: Intelligence Manager

1. Overall Job Purpose

Responsible for the implementation of the RSPCA's intelligence capability and promoting the Society's animal welfare objectives.

To develop the intelligence function by gathering, investigating, enhancing, analysing and managing intelligence and information linked to serious and organised animal related crime. To facilitate proactive intelligence led investigations and aid policy and decision making both internally and externally.

Providing evidence relating to offences of serious and organised animal related crime and attending court proceedings as required.

The creation of intelligence products to support and inform tactical, strategic and operational decision making.

Represent the RSPCA's Intelligence capability at external meetings and promote intelligence led working practices internally and facilitate the lawful sharing of information with partner agencies.

2. Structure

See Establishment Structure Charts

3. Key Tasks/Job Description

- As part of the Intelligence Unit within SOU, jointly investigate serious and organised animal related crime in partnership with SOU Officers.
- Act as the primary Intelligence contact within the Region. Work as part of an integrated, Society wide Intelligence team to support the National Strategy.
- Gather information lawfully from available sources, prioritise, collate and present such information in a clear and concise manner. Develop and process information into Intelligence through investigation and research. Add value to limited information and recommend action. Evaluate, grade, provide provenance and sanitise Intelligence in accordance with the National Intelligence Model (NIM). Populate the Intelligence Management System

(IMS) in line with data standards for review by the Intelligence Supervisor.

- Facilitate requests to, and information from, partner agencies and other external organisations in accordance with the Data Protection Act (DPA) through the Intelligence Manager and use the information to help with the RSPCA Key Tasks and Intelligence Requirements as defined by the current Control Strategy.
- Ensure that all Intelligence and information collected is recorded, evaluated, shared, reviewed, retained and disposed of lawfully and ethically, is current, relevant and proportionate to the subject and complies with the DPA and nationally recognised guidelines, and provide an audit trail appropriate for law enforcement purposes.
- Assess all information for risk, helping to ensure, where reasonably practical, the health, safety and wellbeing of staff and others affected by Society activities. Identify organisational risks and escalate as appropriate.
- Identify intelligence gaps, emerging problems and trends as well as prolific offenders. Propose subjects for further development and investigation to the Intelligence Manager via the Weekly Intelligence Briefing (WIB).
- Producing nationally recognised intelligence products (such as Subject and Problem profiles) which aid/inform policy and decision making both internally and externally. Provide an analytical capability, including the linking of Intelligence. Produce reports to be included in Tactical and Strategic Assessments.
- Identify where Intelligence or information should be shared with other Society departments or partner agencies and promote such in a legal manner and format. Submit Information Reports to the Intelligence Manager for dissemination via the action process.
- Provide Intelligence support to special events and major incidents as required. When tasked, undertake the role of briefing officer, compile briefings for non-intelligence specialist staff and attend briefings.
- Attend regular Intelligence unit meetings as well as Group and Regional Management meetings. Represent the Intelligence unit and/or the Society at external meetings; presenting information, establishing relationships to facilitate partnership working and information sharing.
- Identify opportunities to learn new skills and maintain knowledge of the current intelligence products, control strategy, intelligence requirements. Understand and comply with current legislation relevant to the role. Contribute to the process of change within the role and the Intelligence Unit. Attend training as identified through a personal development plan and discussion with the line manager to enhance and refresh skills and knowledge. Exploit personal and team opportunities to maintain current skill set and learn new skills. Identify and keep up to date with changes required for the role.
- Create training material, provide advice, guidance and deliver training as required.
- Ensure system and information/Intelligence security is maintained to an appropriate level at all times.
- Accountable to maintain all standard issue equipment in a clean and serviceable condition and upholding a clean desk policy.
- Identify and implement any changes necessary to improve SOU working practices. Escalate through management any strengths, weakness, opportunities and threats identified to assist the Society.
- Responsible for obtaining a full debrief from the Officer in Charge in relation to warrant executions and directed surveillance undertaken.

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 April 2018. It should not be seen as precluding future changes.

PERSON SPECIFICATION**Intelligence Officer**

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	GCSE level qualifications or equivalent.	
EXPERIENCE	<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>Experienced in gathering information from specified sources that has potential to become intelligence</p> <p>Experience of actively working with external agencies and internal departments</p>	
SKILLS AND COMPETENCIES	<p>Ability to organise and prioritise own workload.</p> <p>Excellent verbal and written skills.</p>	
PERSONAL QUALITIES	<p>Have an inquisitive and resourceful nature</p> <p>Attention to detail</p>	
SPECIAL CIRCUMSTANCES (if any)	Full valid UK driving licence	