

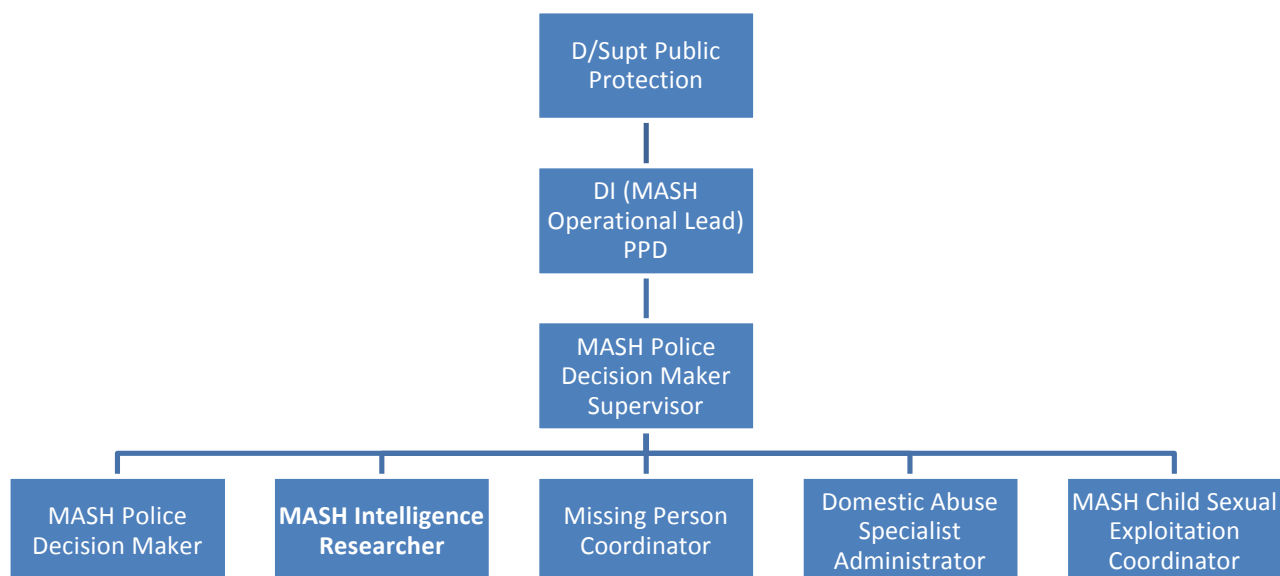
WILTSHIRE POLICE

Job Description



Post Title: MASH Intelligence Researcher	Department: Public Protection Department
Post Number: Multiple	Work Location: MASH County Hall
Grade: W6	Security Vetting Level: MV
Responsible to: MASH Police Decision Maker Supervisor	Date: May 2015

Reporting Structure:



MASH Intelligence Researcher

Job Purpose

To receive and review all referrals for Wiltshire and Swindon Local Authority areas, both from the Police and other assorted external agencies e.g. Social Services, Health and Education Authorities.

To provide dedicated intelligence research in support of other functions within the Wiltshire Multi Agency Safeguarding Hub (MASH) and wider Police Public Protection Department – for example DVDS/CSODs and DDACC processes.

Input data on to appropriate Police databases, undertake detailed research of Police systems and to compile detailed intelligence/information products for use by MASH Decision Makers in mandated multi agency meetings with other statutory agencies – specifically with regard Child Protection, Domestic Abuse and Vulnerable Adult investigations.

To provide a quality service in the gathering, collation, evaluation and analysis of relevant information and intelligence regarding any child, Domestic Abuse or adult protection concern, ensuring the timely dissemination of that information and intelligence to Police MASH Decision Makers and other agencies as necessary.

To manage enquiries from any sources and offer administrative support to both the Police internal triage and other associated MASH processes.

Main Responsibilities

- 1. Collate, assess and develop information and intelligence to support operational policing activity in respect of Child Protection concerns** – Collate intelligence from a variety of sources into appropriate format for onward dissemination to Police MASH Decision Makers and other agencies. This will involve interrogating databases, open and closed sources and enquiries with outside forces and agencies. Assess the information to identify risks, patterns or trends that may impact on operational decisions regarding all vulnerability concerns and to also identify intelligence gaps.
- 2. To prepare an accurate intelligence product for the Police MASH Decision Makers**, having cognisance of all relevant data handling/sharing legislation, as well any associated Human Rights Act implications.
- 3. Gather and evaluate information and intelligence to determine its potential impact in terms of threat, risk and harm to children and other vulnerable parties** - Ensuring that intelligence which identifies any threat, risk or harm to children or other vulnerable parties is suitably disseminated via Police MASH Decision Makers or directly to any relevant Partner agencies.
- 4. To receive all referrals, both internal and external submissions**, to assess each referral to assess if a crime is indicated and make an initial assessment of any immediate safeguarding issues, preservation of evidence and other associated risk issues.
- 5. Support the planning of Policing Operations** – Research information and intelligence systems in support of pre planned policing operations for example search warrant activity regarding Child Abuse Image offences, CSE or non recent child abuse investigations.
- 6. Fulfill Intelligence/Information SPOC responsibilities** – To act as a single point of contact within the PPD business area for the collation and dissemination of Child Protection

concerns/Intelligence within the Department and across associated Partner agencies/other Forces engaged in this specialist policing arena.

7. **Inputting** – to ensure the timely and accurate input of data onto Force systems received from other agencies and the ethical recording of crimes at point of report within this specialist area.
8. **Interrogation of Force IT systems** - Maintain and use computer databases to identify to ensure quality information and intelligence research with regards all child protection and associated concerns re other vulnerable parties and that similar offences and trends are proactively identified to PPD Managers. To undertake detailed research on computer systems and conduct checks on victims and suspects as directed. Interrogate various databases such as STORM, Force intelligence systems, NICHE, PNC, PND and ViSOR and assess and evaluate all information connected to referrals to determine its intelligence potential.
9. **Departmental Research/best practice** – to establish and maintain effective working relationships with staff working within key Partner agencies including Children's Social Care, Health and neighbouring forces, in order to identify and exchange good practice and tactics to address significant trends and issues.
10. **Administrative support** - Maintain an effective and accurate record management system. Review, retain and dispose of records and information adhering to principals of Management of Police Information. To complete all MASH administrative procedures. Security Issues - Ensure the security of all systems and products in line with legislation, national best practice and Force Policy.
11. **Performance** - To contribute effectively to Departmental performance objectives and ensure that any associated MASH police performance data is being adequately captured in a timely way. To participate in MASH team meetings where necessary.

Dimensions

Financial

None

Non-financial

None

Person Specification

MASH Intelligence Researcher

Person Specification

MASH Intelligence Researcher

Attributes	On Appointment	Criteria
Qualifications:	Educated to GCSE Standard	Essential
Experience:	Experience of working in a police service environment or similar e.g. Force Intelligence Unit, HMRC, DHSS Fraud Investigators.	Desirable
	Experience of utilising different forms of software packages.	Essential
	Experience in handling confidential information.	Essential
	Experience in working in a busy office environment.	Essential
	Experience of working under pressured time constraint conditions.	Essential
	Previous research experience	Essential
Skills:	Computer literate with good keyboard skills	Essential
	Competent in the use of Microsoft Word, Outlook and Excel	Desirable
	A good aptitude, ability and familiarity with computer systems in order to utilise them in the gathering of information.	Essential
	High degree of problem solving skills and organisational ability.	Essential
	Ability to assess, evaluate and interpret information/intelligence.	Essential
	Good communication skills – verbal and written; ability to communicate effectively with a variety of individuals from different social and professional backgrounds.	Essential
	Able to act in a confidential manner with sensitive information.	Essential
	A high level of self motivation and innovation.	Essential
	To be able to work effectively in a team and contribute positively and constructively to team planning processes.	Essential
	Excellent communication and interpersonal skills – incorporate a professional image when dealing with outside agencies (i.e. Children's Social Care, Probation Service, Health and Schools).	Essential
	Ability to gather, check and evaluate information from a wide variety of sources in order to make the appropriate decisions and pass relevant information to appropriate personnel at local, Force or Regional level.	Essential
	Ability to work on own initiative to stimulate enquiries.	Essential
	Ability to work with minimum supervision.	Essential
	Ability to adapt to change of the working environment and working practices, and ability and willingness to keep abreast of changes in legislation and Force policies and procedures.	Essential
	Ability to organise and plan your own work time and be able to prioritise demands.	Essential
	Ability to demonstrate a high degree of accuracy in work undertaken, especially when under pressure with deadlines.	Essential
	Ability to show a flexible approach to unscheduled work.	Essential
Knowledge:	Sound practical working knowledge of NICHE.	Desirable
	Extensive practical, applied knowledge and understanding of Child Protection process, legislation in Data handling and Criminal Law.	Desirable
	Understanding of the principles of spreadsheets/databases.	Essential
	Understanding of the principles of effective research techniques and their application.	Essential
	General awareness of equality and diversity issues in the working environment.	Essential
	Awareness of workplace health & safety issues.	Essential

Attributes	After Training
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Experience:	Experience in dealing with all agencies involved in protecting children and adults and maintaining effective multi agency relationships with Partners.
Skills:	<p>Able to assess, assess and collate all information relating to vulnerable children and adults from police systems and input information onto Police computer database with full cognisance of Management of Police Information.</p> <p>Able to compile comprehensive intelligence products from all information available.</p> <p>Ability to develop and adapt to changing working practices in order to meet the demands of the MASH, Wiltshire Police, new legislation or new policies introduced within the Force.</p> <p>Recognise and distinguish between incidents of crime and non crime incidents.</p> <p>Administration in the day to day running of the MASH facility.</p> <p>In order to be fully functional and efficient in role the training, access, knowledge and understanding of the below computer databases and software systems are required:</p> <ul style="list-style-type: none"> • Niche RMS • Police National Computer (PNC) • PND • Intranet • Quick Address • Incident Recording (Storm Logs) • Open Source Research • ViSOR <p>Ability to integrate and work closely with a small but dedicated team of Police officers and Police staff.</p> <p>High level of self motivation required in relation to supporting live policing activity and the supply of necessary information to staff.</p> <p>Interrogation of all of the above Force IT Systems as research tools.</p> <p>Ability to Update/Manage Strategy Discussion briefing documents – based on evolving information.</p> <p>The Input, assessment and correct categorisation of all crimes arising from Public Protection concerns/referrals.</p> <p>Ability to work under pressurised time constraint conditions.</p> <p>Ability to advise Police MASH Decision Makers on the evolving intelligence picture regarding any Child Protection concern.</p> <p>Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police, new legislation or new policies introduced within the Force.</p> <p>Develop and maintain relationships with partner agencies to gather information and intelligence.</p>
Knowledge:	<p>Good awareness of the Data Protection Act.</p> <p>Good awareness of the Human Rights Act.</p> <p>Good awareness of the Management of Police Information and National Crime Recording Standards.</p> <p>Understanding of responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire.</p> <p>Greater understanding of relevant Health & Safety issues within your working environment.</p> <p>Greater understanding of the Criminal Justice System.</p>

General understanding of Working Together and other Child Protection procedures including Child Sexual Exploitation and trafficking.
General understanding of the Missing Person's policy.
General understanding of DDACC/Multi Agency Risk Assessment Conference, Domestic Violence Protection Notice/Protection Order and Domestic Violence/Child Protection Disclosure processes.
General understanding of No Secrets and other Adults at risk procedures.
Sound understanding of the Data Protection Act in relation to issues concerning the release of information.
A sound understanding of the importance of confidentiality, especially in relation to sensitive areas such information received from other agencies and tactics/methodology employed in investigating PPD related crimes.

Other Information

MASH Intelligence Researcher

Post holders will:

Wiltshire Police provides a 24 hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

Where applicable the post holder will be expected to wear a uniform at all times when on duty.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will work a rota system which will include weekends and bank holidays.

The post holder will be required to attend meetings, briefings and debriefings both within and away from the everyday workplace and undertake tasks relevant to such meetings.

The post holder will be required to undertake the role away from the everyday workplace on a short term basis and occasionally at short notice in response to Force priorities.

The post holder must have a flexible approach to work with a willingness to respond to and meet Force requirements in relation to major and critical incidents. This may include out of normal office hour working and on some occasions working extended working hours.

The post holder must be prepared to undertake development and training in line with the development of technology and investigation techniques relevant to the role of research in the investigation of crime.

The post holder is required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

USERS - MoPI (Management of Police Information);

Share information where appropriate with community partners and other agencies, paying regard to force procedures for recording such sharing. Ensure information recorded is relevant, accurate and adequate, meets legal requirements and data quality standards.