

## **JOB DESCRIPTION**

|                             |                                   |                       |       |
|-----------------------------|-----------------------------------|-----------------------|-------|
| <b>Post:</b>                | CIB Supervisor                    | <b>Job Evaluation</b> |       |
| <b>Grade:</b>               | Band E                            | <b>Ref:</b>           | C1036 |
| <b>District/Department:</b> | Specialist Crime & Intelligence   |                       |       |
| <b>Sector/Section:</b>      | Joint Central Intelligence Bureau |                       |       |
| <b>Location:</b>            | OCC, Wymondham/PHQ,<br>Martlesham |                       |       |
| <b>Reporting to:</b>        | CIB Manager                       |                       |       |

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

Supervise a team of Intelligence staff within the Central Intelligence Bureau (CIB) to facilitate the range of functions within the joint Norfolk and Suffolk CIB and co-ordinate a specialist research function to support incidents, operations and investigations.

### **2. Main activities of the role *(This list is not exhaustive)***

- Supervise an intelligence team, conducting regular appraisals in line with organisational requirements, and offering advice and support for the development of team members.
- Ensure intelligence products meet national and local intelligence standards enabling the drive for continuous improvement.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Enable collaboration with colleagues in partner agencies to share data and intelligence to facilitate cross-sector working practices.
- Provide specialist advice and guidance to decision makers to aid in the achievement of the operational outcomes.
- Supervise and/or undertake intelligence gathering work that might be required within the intelligence unit to support and develop the specialist capabilities of the intelligence team and any investigative objectives.
- Supervise and/ or undertake the collection, evaluation, processing and timely dissemination of information and intelligence, ensuring the appropriate management of risk and threat factors.
- Assist with delivering presentations to staff and partner agencies, including training in intelligence matters and marketing of the CIB and its functions.
- Any other duties that are commensurate with the role and grade as may be requested by management.

### 3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

### **PERSON SPECIFICATION**

**Post:** CIB Supervisor

**District/Department:** Specialist Crime & Intelligence

**Location:** OCC, Wymondham/PHQ, Martlesham

#### **Essential Criteria**

1. Ability to maintain the highest levels of integrity, discretion and confidentiality.
2. Experience in identifying and highlighting development opportunities, emerging issues and risks.
3. Skilled in using specialised software related to own area of work to extract, analyse and report on data.
4. Proven ability to interpret complex policies and procedures, new techniques or ways of working and communicate these to staff and colleagues.
5. Experience of supervising a team, to review and assess individual and team performance against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary.
6. Able to plan ahead, to allocate work appropriately within the team and to identify and mitigate risks to delivery.
7. Obtain College of Policing Intelligence Professionalisation Programme (IPP) Qualification (to complete within 12 months of appointment), and continued IPP compliance.
8. An understanding of Investigatory Powers Act 2016 and Management of Police Information (MoPI) and other relevant legislation.

#### **Desirable criteria**

1. Previous experience of working within an intelligence environment