**JOB DESCRIPTION**

**NAFN INTELLIGENCE MANAGER (EIS)**

**MAIN PURPOSE OF JOB**

* To provide leadership and direction to the EIS Team to deliver an effective Enhanced Intelligence Service.
* To provide mentoring, coaching, guidance and support to staff to maximise their personal development, efficiency and morale leading to high levels of individual and team performance.
* To manage the day to day operation of the EIS Team, its workload, products and outputs
* To direct and guide the EIS Team to provide members of NAFN with enhanced intelligence to support and strengthen their ongoing investigations.
* To ensure all activities are carried out in line with relevant legislative requirements including the Data Protection Act 2018 and Criminal Procedures and Investigatory Powers Act 1996.
* To act as a single point of contact for outside agencies to support collaborative working and exchange of intelligence.
* To identify and report on patterns and trends including evidence of organised crime groups and to escalate these findings to relevant NAFN members as well as local, regional and national organisations.
* To work with the NAFN Membership and Communications Manager, to launch and promote the new service.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To actively promote the new Enhanced Intelligence Service to members and other stakeholders.
* To ensure that the EIS Team receives, assesses, evaluates and disseminates data and intelligence from a range of internal and external sources in accordance with the National Intelligence Model and Government Protective Marking Scheme.
* Quality assurance of analytical products, with appropriate feedback to develop the EIS Team and service offer.
* To provide quality assurance that new business processes are developed, operated and supported to national standards and best practice, fully compliant with relevant legislation.
* To develop and manage a triage function to approve and prioritise the allocation of enquiries received by the EIS Team, including feedback and advice where referrals are rejected.
* To ensure that a central record of all enquiries is maintained for performance review and recharge purposes.
* To lead and direct the EIS Team in developing intelligence profiles on potential suspects through the collation and validation of reliable and credible intelligence.
* To compile and provide regular and ad-hoc reports to the NAFN Executive Board and Head of Service.
* To maintain up to date knowledge of current intelligence products, emerging analytical tools, new techniques and new tactics.
* To assist the Membership and Communications Manager in the production and dissemination of intelligence alerts, bulletins and newsletters as well as member briefings and user training.
* Where necessary, to prepare witness statements and attend court, to provide evidence on decision-making, continuity and authenticity of data obtained evidentially.

**General Duties and Responsibilities**

* To ensure that work undertaken by the EIS Team conforms to national best practice and NAFN policies relating to information management, data quality, information sharing, intelligence and information security, audit and review including retention and deletion of data.
* To participate in regular performance and quality assurance reviews undertaken by the NAFN Head of Service and other members of the Leadership Team.
* To work with the NAFN Service Team Manager to coordinate activities ensuring the effective operation and delivery of the NAFN service.
* To perform any other duties relevant and commensurate with the assigned level of responsibility.

**PERSON SPECIFICATION**

**NAFN INTELLIGENCE MANAGER (EIS)**

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| **1. Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)** | **Category** | **Method of Assessment** |
| * Degree-educated, or substantial years’ experience in managing criminal or business intelligence.
 | E | A |
| * Qualifications or formal accreditation in relevant disciplines such as, business information systems, computer science, information management and statistics.
 | E | A |
| **2. Knowledge** |  |  |
| * Fully conversant with fraud Investigation, National Intelligence Model and Information Handing processes.
 | E | A/I |
| * Strong background in analysis of communications data, network analysis, sequence of events to support critical thinking, decision-making and solve complex problems.
 | E | A//I |
| * Understanding of relevant legislation, codes of practice, policies and procedures such as the Investigatory Powers Act 2016, Human Rights Act 1998, Data Protection Act 1998, Criminal Procedure and Investigation Act 1996.
 | E | A/I |
| **3. Experience** |  |  |
| * Leadership, staff supervision and team management
 | E | A/I |
| * Working with stakeholders and partners to meet service delivery objectives.
 | E | A/I |
| * Handling confidential and sensitive information.
 | E | A/I |
| * Gathering data and intelligence including the acquisition and mapping of communications and location data.
 | E | A/I |
| * Analytical thinking to evaluate data and intelligence to identify trends and patterns.
 | E | A/I |
| * Communicating outcomes from the analysis of data and intelligence through alerts, briefings and reports.
 | E | A/I |
| * Interrogating relevant databases, such as NAS, PND and PNC.
 | D | A/I |
| * Providing advice and guidance ensuring compliance with legislation and associated Codes of Practice.
 | E | A/I |
| * Written and oral presentations and progress reporting to senior managers and stakeholders.
 | E | A/I |
| **4. Skills** |  |  |
| * Practiced in the production of analysis to an evidential standard for use at Court. Attendance at Court to provide evidence may be required.
 | E | A/I |
| * High level of interpersonal skills with the ability to influence, engage and negotiate with people at all levels in any organisation.
 | E | A/I |
| * Ability to innovate and solve complex problems, and maintain the highest levels of integrity
 | E | A/I |
|  |  |  |
| * Experienced in the delivery of information in-person and through a range of media
 | E | A/I |
| * Able to identify emerging threats and opportunities, and take corrective steps as required to ensure the right outcomes
 | E | A/I |
| * Proficient in using Excel to input, analyse, interpret and communicate information.
 | E | A/I |
| * Proficient in using other office based ICT applications such as, Word, PowerPoint or equivalent.
 | E | A/I |
| * Ability to organise, plan and prioritise workload.
 | E | A/I |
| * Ability to work to timetables and deadlines
 | E | A/I |
| **5. Personal Qualities** |  |  |
| * Self-motivated and able to work independently without supervision
 | E | A/I |
| * Able to command the confidence and respect of stakeholders
 | E | A/I |
| * Able to establish positive working relationships with a wide range of stakeholders.
 | E | A/I |
| * Willingness to work flexibly, if necessary from home.
 | E | A/I |