



Role Profile

INTELLIGENCE OFFICER

Reference No.	A4544	Type	Individual
Service	Enterprise & Environment		
Job Family	Technical 6	Grade	FC6

Purpose

To systematically analyse information and intelligence for production of strategic tactical intelligence products focused on the priorities of Fife Council Trading Standards Service for the purposes of addressing consumer and business detriment.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Collect, compile and/or analyse information (known as intelligence) which of use to Trading Standard and then evaluate the information to determine its intelligence potential.

Has an understanding of the intelligence framework

Maintain the memex database and monitor the quality logs submitted by the officers in the Trading Standards team. Develop intelligence and fill intelligence gaps.

Carry out analytical work to develop intelligence products and briefings to inform operational work. Create link charts, business profiles and nominal profiles.

Gather, verify and assess all appropriate and available information to gain an accurate understanding of situations then make timely,

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to HNC level

✓

Previous attendance at the Police Scotland Intelligence Officer's Foundation course, or equivalent

✓

Experience of using intelligence software such as MEMEX

✓

Experience of working an an intelligence analyst within law enforcement

✓

Knowledge and understanding of the National Intelligence Model (NIM) and how it is applied to and impacts on this Service

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
justifiable decisions. Consideration should be given to risks, costs and benefits, and wider impact of decisions and compile briefings for management.	Ability to analyse complex data, draw conclusions and make recommendations to lead officers Ability to work unsupervised, meet deadlines, determine priorities and manage workload	✓	✓
To assist with the Duty Officer rota, input information to civica and carry out analysis of other databases	IT skills	✓	
Identify and develop a wide range of information sources (open and closed) which can be used to derive intelligence on issues which relate to consumer/business detriment	Proven analytical experience, together with knowledge of criminal investigations, practices and processes		✓
Establish links, attend meetings and liaise with colleagues in other council services, Environmental Health, Safer Communities, other Trading Standards services, Trading Standards Scotland, Police Scotland and other enforcement agencies to promote the gathering and dissemination of intelligence	Ability to communicate effectively both orally and in writing Ability to take initiative and to develop work practices, policies and procedures	✓ ✓	
Train operational staff, where required, in the use of MEMEX and intelligence products to develop and enhance intelligence gathering and maintain staff competence and capabilities when using the MEMEX database	Ability to provide training, guidance and advice to colleagues on effective intelligence gathering and dissemination		✓
Attend meetings outwith Fife on behalf of the Service which relate to their intelligence function Act as single point of contact (SPOC) for all intelligence matters with Trading Standards Scotland, other local authorities and enforcement agencies			
Attend any training necessary for the intelligence function which may involve training courses outwith Fife			
Undertaking all other duties as required for the role. Duties will be in line with the grade and some duties may require out of hours work.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results