



## Intelligence Officer – E Forensics

### Summary of the role

The post holder will support the Intelligence function of the GLA in the gathering, recording, risk assessment, analysis and development of information received from a variety of open and closed sources. To develop and enhance actionable intelligence products in connection with enforcement or compliance activities falling within the operational remit of the Gangmasters and Labour Abuse Authority<sup>1</sup>.

Undertake the forensic examination of a wide range of electronic devices to support investigations, providing technical assistance as required.

### Responsibilities

- Proactively or as directed by managers - review, assess and respond to varied daily incoming tasks received within the Intelligence team dealing promptly and efficiently with telephone calls or correspondence from a variety of internal and external customers (including victims and other confidential sources)
- Proactively research, risk assess, analyse and develop information received in order to produce timely, relevant and detailed NIM<sup>2</sup> related intelligence products. Such products will include strategic and tactical operational or problem profiles
- Develop and maintain effective channels of communication both internal and external to the GLA, including law enforcement agencies, other Government Departments and new sources of information
- Initiate and respond to requests for information to or from other agencies, ensuring that such requests are lawful, accurate and proportionate.
- Disseminate intelligence products internally and to partner agencies as appropriate in accordance with Authorised Professional Practice (APP) and relevant legislation.
- Prepare actionable intelligence lead packages for consideration by the GLA Tasking & Coordination process. Administer/support the GLA Tasking and OGD check process as required
- Undertake the forensic examination of a wide range of electronic devices that are capable of storing information, in order to support investigations, providing technical

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<sup>2</sup> National Intelligence Model NIM

assistance as required.

- Prepare and present information and intelligence related products to a wide range of audiences, maintaining and developing professional relationships with law enforcement, government and other related agencies.
- Maintain accurate records of all e-forensics work undertaken in order to produce reports and statements to a high evidential standard that are suitable for presentation in a court of law
- Attend and present at operational briefings or meetings in respect of all aspects of the role
- Undertake any other reasonable duties that may be required by the GLA.

## Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none"><li>• Two years or more practical experience of working in a criminal or regulatory intelligence handling role.</li><li>• Ability to work under pressure in a multi-tasking environment either independently or as part of a team.</li><li>• Excellent organisational, time management and prioritisation skills</li><li>• Excellent research, analytical, report writing and presentation skills, with the ability to assess personal and organisational risk and initiate an appropriate and timely response</li><li>• Good practical working knowledge and application of relevant regulatory requirements and criminal legislation (including but not limited to RIPA, Data Protection and CPIA<sup>3</sup>)</li><li>• Pro-active team member with excellent spoken/written communication skills and fulfil all spoken aspects of the role with confidence through the medium of</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an NIM compliant organisation with practical experience in the preparation and presentation of NIM related analytical products (e.g.Problem/Tactical/Subject profiles)</li><li>• Training and/or experience in the practical use of PNC, IBase, I2 Analyst notebook and Crimson systems</li><li>• Previous experience in financial intelligence related matters</li><li>• Previous experience in co-ordinating multi-agency/team projects</li><li>• Previous experience in the application for and use of RIPA<sup>4</sup> derived intelligence products</li><li>• Familiarity with the National Intelligence Model and the Code of Practice on the Management of Police (or related) Information</li></ul>

<sup>3</sup> CPIA Criminal Procedures & Investigation Act

<sup>4</sup> RIPA Regulation of Investigatory Powers Act

<p>English.</p> <ul style="list-style-type: none"> <li>• Excellent IT skills with proven experience in the practical operation of office and computer database systems and software</li> <li>• Working knowledge and experience of Forensic Triage Techniques (Training will be provided)</li> <li>• Achieve and maintain relevant accreditation to undertake e-forensics</li> <li>• Full clean UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• CFIP or other recognised foundation course in e-forensics work</li> <li>• Experience of working within a technical field</li> <li>• Ability to converse orally or in writing in an Eastern European language</li> </ul>
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In addition the post holder must have a valid passport and successfully achieve SC vetting clearance.