

Role Profile

Role Profile Part 1			
Role title	NWCU Intelligence Officer	Grade/Rank	SO1
Dept/Area	NWCU	Vetting Level	MV
Responsible to	NWCU Deputy Head of Unit	Staff line managed	N/A
Reviewed by (Line Manager)	Kevin Lacks-Kelly	Date	14/07/25
Purpose of Job	Develop and evaluate intelligence, making an assessment of the threat, risk, harm, vulnerabilities and opportunities which exist and identifying gaps. Manage the dissemination of the assessment or intelligence product, support reactive and proactive investigations and provide advice on appropriate tactical options to support policing priorities.		
Key Accountabilities	1. To gather, create, evaluate, develop, research and sanitise information and intelligence from a variety of sources in line with national standards. Due consideration should be given to ethical, sensitive and moral implications of all information handled. 2. Demonstrate effective IT skills to support the use of various police systems and open source relevant to the role requiring great accuracy and attention to detail. 3. Be able to efficiently manage time-critical and time-sensitive enquiries and disseminating intelligence products at a local, national and international level. 4. To act as a Wildlife Crime Intelligence SPOC and subject matter expert for the UK; demonstrate a range of communication styles appropriate to on-going investigations, multi-agency meetings, delivery of presentations, training inputs and operational briefings to senior management. 5. Provide assistance to other NWCU departments with enquiries including OCG research, supporting NWCU officers in the field, supplying information for the production of the Strategic Assessment and the Tactical Assessment and other analytical and operational products. Will be required to identify intelligence gaps, emerging trends, patterns and series. 6. Create and maintain entities on the Wildlife Intelligence Database (WID) as well as interrogating this system for internal and external partners. To review and weed all intelligence material and associated documents including electronic and hard copies. Will also be required to handle large datasets and must uphold the integrity of the role and be resolute in their duties. 7. Maintain awareness of new developments within the intelligence community and wider policing environment to ensure implementation of, and compliance with, the latest techniques and practices. 8. Conduct pro-active research into entities and commodities to identify areas of potential criminality. Set up and maintain overt online accounts, including social media, trade platforms and forums, for intelligence gathering purposes.		

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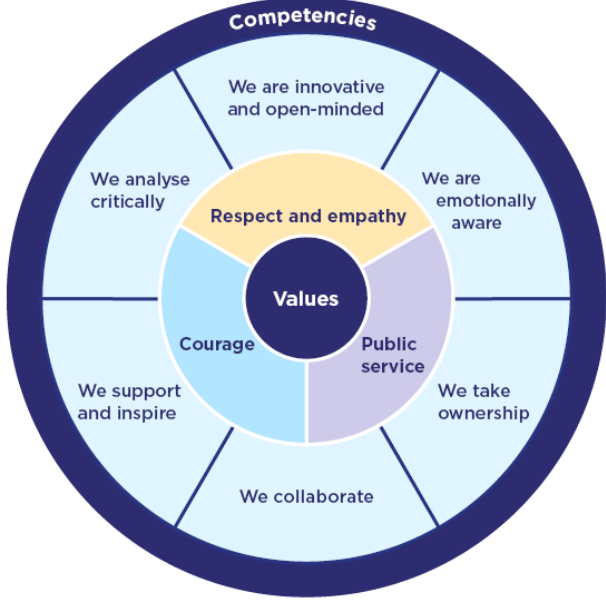
	9. To create and develop intelligence products such as reports, subject profiles, target profiles, problem profiles, briefings, critical reviews, bulletins and other documents as required. Present findings including statistics in a manner appropriate to the target audience. 10. Will be required to work without close supervision managing competing demands to deliver against tight timeframes. Will be required to view graphic content and work under pressure. 11. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. NWCU may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post. NWCU is located in Stirling, Scotland. It is hosted by ACRO which is part of Hampshire and Isle of Wight Constabulary (HIOWC). NWCU staff are employed as police staff under HIOWC terms and conditions with supplementary NWCU/ACRO procedures and guidance.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. The role is based at Stirling Police Station, Scotland. There will be a requirement, on occasion, for staff members to travel nationally and there may be the opportunity to travel internationally. This may involve staying away from home. The role holder must be able to meet travel requirements. An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. The role holder may be expected to attend court across the UK. On occasion there may be the need to work unsocial hours and be flexible in order to meet constantly changing business needs May be asked to carry out fire warden duties to meet required standards if required.

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	Role holders should be aware that this role requires working unsociable hours, for which the appropriate allowances will be paid. All role holders will be expected to attend and successfully complete various in-house and national courses and any other role specific training as required to fulfil the role requirements and maintain a professional development portfolio.
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Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware Level 1 We Take Ownership Level 1 We Collaborate Level 1 We Support and Inspire Level 1 We Analyse Critically Level 2 We are Innovative and Open Minded Level 2 Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: Educated to QCF level 3 OR work experience deemed to have brought the role holder to a comparable level. Desirable: N/A		
Experience and Skills	Essential: Experience of the National Intelligence Model (NIM). Significant experience working in a busy office environment. Experience of researching information from a variety of sources. Requires intermediate IT skills, using Microsoft Office Suite. Desirable: To have an awareness of wildlife crime. To have previous experience of working within a police, law enforcement or criminal justice environment.		
Approved by People Services	Natalie Ladd	Date	07.05.25

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Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We Collaborate	Level 1	
	We Support and Inspire	Level 1	
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level 2	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and conferences should be attended to benefit professional learning and development.		