

# Job Description: Intelligence Researcher

Function: **Providing intelligence research and admin support to the Intelligence Management Unit**

Position: **Intelligence Researcher**

Job holder:

Date (in job since):

Immediate manager : Intelligence Manager

Additional reporting line to: Head of Operations

Position location: **Intelligence Management Unit**

## 1. Purpose of the Job

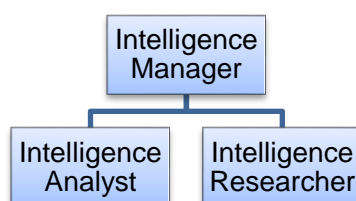
- Responsible for aiding in the collection, collation of information within the Intelligence Management Unit, as well as assisting the Intelligence Analyst in their evaluation, analysis and dissemination of all information relating to Security and Intelligence matters.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics    Add point

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



## 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Working in a high tempo and evolving environment whilst utilising good administrative and timekeeping skills to cope with the high volume information received
- Liaising with senior personnel and discussing complex data and information

- Ensuring strict security processes are adhered to in regards to receipt, dissemination and storage of information and data to ensure its integrity.

## 5. Main assignments

- Assist the department in establishing trends and patterns from information received.
- Work with the Intelligence Analyst by logging all intelligence / incident data.
- Undertake research as instructed by the Intelligence Analyst and/or Intelligence Manager.
- Report information back using various methods of communication.
- Assist in implementing the prisons Intelligence Management Framework.
- Ensure all procedures follow national guidelines and local policy.
- Maintain a data base network to ensure quick information on any given security matters within the establishment.
- Ensure that relevant information is passed to the appropriate line management.
- Undertake any other duty appropriate to the role as directed by the Intelligence or Security Manager.

## 6. Accountabilities

- Intelligence will be entered into the data fields on PR2 correctly making interrogation very easy and accessible.
- The person will be able to sit at meetings with senior personnel and discuss complex data and information.
- The person will be able to take part in covert operations and be flexible in approach and working attendance.
- The person will be self-motivated and be able to integrate with the existing team within the intelligence unit.
- The person will be seen as a main focus for relationship management for external law enforcement agencies.

## 7. Person Specification

- Previous experience in a custodial and/or law enforcement environment.
- Ability to work on own initiative.
- Ability to demonstrate good administrative skills and to be able to cope with the high volume information received.
- Well-developed analytical and problem solving skills.
- Excellent team working ability.
- Fundamental understanding in the workings of other law enforcement intelligence agencies.

**Desirable**

- ANACAPA trained
- I2 Trained
- Microsoft office trained
- Business objects trained

**8. Competencies**

Growth, Client & Customer Satisfaction / Quality of Services provided	Leadership & People Management
Rigorous management of results	Innovation and Change
Brand Notoriety	Business Consulting
Commercial Awareness	HR Service Delivery
Employee Engagement	
Learning & Development	

**9. Management Approval**

Version		Date	
Document Owner	Intelligence Manager		

**10. Employee Approval – To be completed by employee**

Employee Name		Date	
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