

Intelligence Officer Missing Persons Bureau

Grade: 1b	<i>For HR</i>	JE Ref 5086	<i>For HR</i>	Profile	<i>For HR</i>
-----------	---------------	-------------	---------------	---------	---------------

Purpose

The main purpose of all jobs within NPIA is to support the police in reducing crime, maintaining, order, bringing criminals to justice and protecting and reassuring the public whilst ensuring effective value for taxpayers' money. The main purpose of this particular role is enter accurate and timely case details onto the national database of missing persons and to match these cases with reports of unidentified persons as and when they are reported.

Competencies

Behaviour	Level	Priority	Behaviour	Level	Priority
Teamworking	C	Indicate with X	Openness to Change	C	
Community and Customer Focus	C		Personal Responsibility	B	
Effective Communication	C		Resilience	B	
Problem Solving	C				
Planning & Organising	C				
Respect for Race and Diversity	A				

Skills

- Able to demonstrate analytical and problem solving skills
- Report writing and oral presentation - proficient
- Negotiation and influencing - proficient
- Diplomatic and sensitive communication - proficient
- MS Office suite – proficient
- Advanced software applications such as GISs (geographic information systems) - desirable
- Organization and planning - proficient
- Team player - proficient

Knowledge / Experience

- Five GCSEs (including English language and mathematics) which need to be of grade C or above or equivalent qualification or the ability to demonstrate competencies by relevant experience

Desired experience in:

- The police service or other related organisation would be an advantage
- Previous experience and/or knowledge of Data Protection and ECHR issues would be an advantage although not essential

Accountabilities

Information Collation & Data Entry

- To review, interpret and clarify data submitted by police forces to the MPB to ensure the accuracy of the relevant case information provided. This will involve thoroughly checking all relevant submissions to ensure that the information supplied is accurate by cross referencing material and searching national databases, e.g., PNC, is appropriate and to identify cases where collection and submission of further information is required. Where appropriate, clarification will need to be sought from the officer investigating the case and/or other databases
- To check the risk assessment of the case as recorded by the force by ensuring that the relevant information has been recorded and considered and to report any inconsistencies or anomalies in the risk assessment to the bureau sergeant/police liaison officer
- To input the case details onto the database, ensuring that the data is accurate, current and sufficient to allow meaningful analysis to occur. This is to be done in accordance with the data entry and quality control procedures

Case Analysis

- To carry out searches on the database in order to identify potential matches between missing and found reports. This will involve some interpretation of the data in order that the most effective searches are executed. To carry out additional enquiries as necessary on any potential matches found in order to identify further information which may support or eliminate these as lines of enquiry for the investigating officer
- To apply dental charting techniques by visually inspecting similarities between dental charts from missing persons and found persons in order to identify or support highlighted matches.
- To provide the results of any analysis performed to the investigating officer in a logical and clear report in order that they may fully understand the work that has been carried out and the significance of any findings presented

Additional Investigative Support

- To respond to the individual needs of an Officer in Case by discussing the case with them and identifying areas that may potentially benefit from additional support from NPIA, e.g., investigative strategy or best practice advice, etc.. To bring these cases to the attention of the bureau sergeant so that they may progress these areas further with the investigating officer and NPIA experts
- To receive research packages on missing persons from Interpol; to review these in order to ensure they are fit for purpose; and to disseminate them to forces/units as directed by the Bureau Liaison and Support Officer / Unit Manager

Additional Activity

- To have a commitment to valuing the diversity of others and treating everyone with dignity and respect at all times
- In addition to these accountabilities, the post-holder will be required to carry out other duties which may be required, commensurate with the grade, that are reasonable in the circumstances

Developmental Activity

- To develop an understanding and keep abreast of current and future developments within the area of "behavioural sciences" and the "missing person phenomenon"

Examples of typical actions / decisions taken

Credible with managers, staff and colleagues.

A supportive team player developing and maintaining good relationships with staff, investigating officers, NPIA Crime Operational Support colleagues and other relevant departments.

Supporting the delivery of business objectives, services, programmes and projects through high quality analysis and support to missing person investigations by providing accurate and timely input of relevant and current information onto the MPB database, the matching of current "missing" reports to unidentified bodies/persons in order to facilitate their identification, and the ability to provide this service under the pressure of a high volume of work, to tight deadlines and to an excellent quality standard.

Applying personal judgement in the identification of "matches" which will have a significant impact on the potential identification of found bodies/persons and therefore valuable force resources are likely to be deployed on the basis of the decisions made by this post.

Raising concerns/issues/reports to Unit Manager as and when appropriate.

Post-holders need to be aware that the role of an intelligence officer within the MPB will involve exposure to sensitive and explicit material that may contain details of violence, trauma and injury.

Dimensions

People Management: None

Budget:

None

Impact of role:

- Contribution to police missing person investigations
- Contribution to national and international co-ordination with partners e.g. Interpol, SOCA, Non-Governmental Organisations, etc.
- Contribution to collection and dissemination of good practice
- Contribution to projects related to missing persons

Org Chart

Organisational Chart – Missing Persons Bureau

