**ROLE PROFILE**

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| **Role Title:** | | Covert Authorities Advisor | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | |  | **Job family:** | *To be determined at later phase* |
| **Grade:** | | D | **Location:** |  |
| **Allowances:** | |  | **Politically restricted post:** | Yes / No |
| **Area command / Department:** | | CRIME | **Vetting level:** | MV/SC |
| **Reporting to:** | | COMU Manager | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | | None | | |
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| **Overall purpose of the role:** | | | | |
| The Covert Authorities Advisor will carry out efficient and accurate processing of applications to ensure the force is compliant in all areas of covert activity and that the correct authority is in place to support covert deployment.  Providing daily advice and guidance for all aspects of Covert Authorities, in compliance with the Regulation of Investigatory Powers Act 2000 (RIPA), IPA 2016 (IPA) and Police Act 1997. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Receive, scrutinise, process and prioritise, all covert authority applications, including those linked to urgent proactive operations, confirming they are necessary and proportionate and comply with force standards of quality assurance and associated legislation, acting with unqualified integrity at all times.    Provide advice and guidance to SIO and Specialist Teams for urgent oral procedures, ensuring correct level of authority is obtained and adherence to all relevant time frames and quality standards as per the relevant Codes of Practice. | | | |
| **2** | Liaise with Area Commands and Specialist Teams, providing appropriate guidance and support in accordance with Regulation of Investigatory Powers Act (RIPA) 2000, Investigatory Power’s Act 2016 (IPA) and the Police Act 1997 and associated Codes of Practice, to ensure the correct use of applications and authorities.  Provide advice to officers on current covert tactical techniques and liaise effectively with the relevant Technical Unit to ensure that appropriate feasibility reports and risk assessments are in place. | | | |
| **3** | Prepare the authority wording for the Force Authorising Officer (FAO) and Senior Force Authorising Officers’ (SFAO) approval, ensuring the correct authority is granted and applied for in compliance with regulations.  Prepare letters/reports for court for the attention of the Sentencing Judge in accordance with legislation. | | | |
| **4** | Liaise with Specialist Teams, SIO’s and applicants following authorisation of covert applications, making them aware of their responsibilities and requirements, to maintain compliance.  Monitor and manage databases in respect of authorities’ ensuring reviews and renewals are submitted in sufficient time, allowing for the correct status of the covert authorities to be maintained or revoked in compliance with Codes of Practice and standard operating procedures (SOP’s). | | | |
| **5** | Conduct and support the CAB Co-ordinator with the internal audit process of covert procedures, ensuring that all Area Commands and Specialist Teams are compliant with current legislation and Codes of Practice.  Collate and report on any good practices or non-compliances to the CAB Co-ordinator and COMU Manager. | | | |
| **6** | Liaise with other forces and external partners; including IPCO (Investigatory Powers Commissioners Officer), NCA (National Crime Agency), responding to queries regarding covert authorities and/or supporting administrative procedures. | | | |
| **7** | Act as Administrator for all covert workflow systems, safeguarding the secure movement, maintenance and storage of highly sensitive documents, both internally and externally, to ensure the Force meets all Home Office and IPCO standards. | | | |
| **8** | Create, monitor and manage databases, excel spreadsheets, covert computerised systems in respect of all covert disciplines to ensure that covert material and information is accurately and securely recorded within the Unit to assist in the preparation of statistical information and research. | | | |
| **9** | Maintain secure filing and storage systems for all confidential documents and computer files in order to ensure the security and integrity of the information held. | | | |
| **10** | Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered in decision making and actions; reinforcing and influencing them through all interactions and processes. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:** All employees of all ranks  **External:** Other Police Forces, NCA, IPCO, Covert regional representation and software providers including the Home Office representatives. | | | | |

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| **Part C – Competencies and Values** |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc* |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined* | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | * Educated to BTEC National or equivalent * Ability to operate and good knowledge in use of computerised databases, in particular Microsoft Excel and word. | * A basic understanding of the Criminal Justice System * Basic knowledge of Human Rights legislation, the IP Act 2016, RIPA 2000, Police Act 1997 and the Data Protection Act | Application/interview/  CPD |
| Planning and organising | * Be able to manage competing workloads and demonstrate a customer focussed approach. |  | Application/interview/  CPD |
| Problem solving and initiative | * Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of covert work. * Able to analyse and break down a problem and determine appropriate action. * Able to interpret and apply guidance to a specific activity. |  | Application/interview/  CPD |
| Management and teamwork | * Be able to work as part of an investigative team. * Be flexible and adaptive, supporting colleagues and CAB Co-ordinator and COMU Manager with changing priorities as required. * Able to develop effective working relationships with colleagues, partners and other stakeholders. |  | Application/interview/  CPD |
| Communicating and influencing | * Ability to demonstrate excellent and established communication skills with customers of all levels internally and externally |  | Application/interview/  CPD |
| Other skills and behaviours | * Experience of maintaining a high level of confidentiality and managing issues of a sensitive nature. | * Prepared to work flexible hours to suit the requirements of the department, sometimes at short notice. | Application/interview/  CPD |