**ROLE PROFILE**

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| **Role Title:** | | Communications Data Investigator | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | |  | **Job family:** | *To be determined at later phase* |
| **Grade:** | | E | **Location:** | Agile |
| **Allowances:** | | standby | **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 | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| The Communications Data Investigator Single Point of Contact (CDI SPoC) is responsible for the lawful acquisition of communications data, in accordance with the Investigatory Powers Act 2016, being solely responsible for acquiring, analysing and exploiting communications data (CD) to progress proactive, reactive, overt and covert investigations.  Providing both strategic and tactical advice to investigations of all levels, including ongoing threat to life enquiries, ensuring all activity is within the confines of relevant legislation and providing an on-call function.  This is a high-risk environment and the post holder must ensure that the Chief Constable is protected from litigation in relation to the handling of sensitive information, the duty of care to persons in our control and those subject to the activities undertaken. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | 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 by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. | | | |
| **2** | Provide specialist advice and investigative expertise pertaining to CD in support of Life at Risk, proactive and reactive investigations and crimes in action, to ensure that investigations are conducted with due consideration of expertise and best practice in this area and achieve best outcomes.  Effectively prioritise workload in line with vulnerability, technical complexities and operational timescales, applying unique CD skill set and knowledge.  Interpret and undertake analysis of data to support front line policing, identifying further lines of enquiry and tactical options; often having to apply lateral thinking to formulate solutions, applying expert knowledge to factor in the management and expectation of varying time frames. | | | |
| **3** | Evaluate and quality assure communications data applications and support and engage with applicants to ensure necessity, proportionality and collateral intrusion sections comply with relevant legislation and CD Codes of Practice and Error Reduction Strategy.  Manage time expectations of applicants and SIO in line with relevant telecommunications operator and specific data set.  Write an Accredited Officers report to the Office for Communications Data Authorisations (OCDA), the independent authorising body, explaining the technical conduct to be undertaken to acquire communications data for every application, justifying the breach of the subject’s human rights. | | | |
| **4** | Identify, acquire and interpret communications data from Telecoms’ Operator (TO) to support investigations and crime prevention activity. Analyse information and data obtained following the application process, including highly sensitive data, acting with complete discretion.  Evaluate acquired data to ensure compliance with the notice/authorisation issued.  Produce appropriate intelligence products to allow complex data to be understood by those involved in the investigation. | | | |
| **5** | Attend operational briefings and provide specialist advice, guidance and recommendations to SIO’s, DMI’s, analysts and OIC’s regarding the acquisition of communications data. Seen as the subject matter expert and the lead in this area.  Engage proactively throughout to support the development of the digital and communication strategy within the overall operational strategy.  Assess risk in order to identify operational threats in respect of communications data and ensure these are effectively brought to the OIC attention. | | | |
| **6** | Take part in a 365 days a year rota to cover the out-of-hours on-call commitment.  During life at risk or operationally urgent enquiries, take ownership and responsibility of all communications data related activity, additionally performing the role of applicant and analyst, directing operational enquiries from interpretation of multiple complex datasets. | | | |
| **7** | Be responsible for ensuring the Force is legally compliant on all Investigatory Powers Act (IPA) data requests, including individual accountability to ensure Communications Data is not unlawfully obtained.  Recognise, record and report errors to the COMU Manager and SRO in accordance with the CD Code of Practice and Investigatory Power’s Commissioner’s Office (IPCO).  Support the COMU Manager and SRO during IPCO inspections, completing identified actions as required. | | | |
| **8** | Through mandatory continued professional development (CPD), uphold Accreditation and licence to practice as a CDI SPoC; maintain an understanding of all aspects of rapidly evolving communications systems and how new network technologies and communications methods will benefit law enforcement investigations.  Maintain an up to date knowledge of current viable covert tactics. | | | |
| **9** | Engage and maintain relationships with Telecomms Operators (TO) and OCDA, to continue and develop professional working practices, and to allow more efficient and effective transfer of data between organisations. | | | |
| **10** | Share knowledge, advice and guidance with the wider organisation, to improve understanding so that others can learn and develop.  Deliver training to officers and take on project work and attendance on national user groups, to benefit the Force and wider CD Community, as directed by the COMU Manager. | | | |
| **11** | Build and manage case files and conduct disclosure within best practice procedures to ensure there is an accurate audit trail.  Be able to prepare, deliver and present communications data for use in court proceedings, as required. | | | |
| **12** | Comply with all relevant legislation and the associated codes of practice to ensure all standards are met. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:** All employees of all ranks  **External:** Communications Service Providers, other Police Forces and agencies such as OCDA, IPCO, CPS, Home Office representatives and advisory groups. | | | | |

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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 | * Successful completion of Communications Data Investigations Single Point of Contact (CDI SPoC) National Policing Curriculum. * SPoC accreditation * Skilled in the use of IT packages, particularly Microsoft Excel, systems and/or databases to fulfil role requirements. * Knowledge of Human Rights legislation, the IP Act and the Data Protection Act. | * Have a broad understanding of communication techniques and capabilities * A basic understanding of the Criminal Justice System * Understanding of IPA/RIPA Codes of Practice on Acquisition of Communications Data. | Application/interview/  CPD |
| Planning and organising | * Be able to work with limited supervision, manage competing workloads and demonstrate a customer focussed approach. * Able to appropriately prioritise and plan own work. |  | Application/interview/  CPD |
| Problem solving and initiative | * Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work. * Able to analyse and break down a complex problem into component parts 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 COMU Manager with changing priorities as required. * Able to proactively develop effective working relationships with colleagues, partners and other stakeholders. |  | Application/interview/  CPD |
| Communicating and influencing | * Able to set out logical arguments and provide advice clearly, adapting language, form and message to meet the needs of different people / audiences, both internally and externally. |  | Application/interview/  CPD |
| Other skills and behaviours | * Must pass SC level vetting * Must be flexible with working hours and able to participate in the on-call rota for out of hours work. * Experience of maintaining a high level of confidentiality and managing issues of a sensitive nature. |  | Application/interview/  CPD |