Intelligence Support Officer

Position Details

Reports to: Intelligence Supervisor	**Location:** Generic
District/Service Centre: Generic	**Shift work/non shift work:** Both
Group: Districts	**Remuneration range:** Band C
PHPF Level Purpose: Individual Contributor	**Employee Type:** Police employee
Direct reports: N/A	**Delegated financial authority:** N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

Purpose

The purpose of the Districts is to deliver Our Business.

To support the delivery of these outcomes the Intelligence Support Officer will contribute to prevention of crime and road trauma and disruption of criminal activity by providing specialist support to the intelligence unit, including collection, collation, storage, retrieval and dissemination of information for intelligence purposes.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service Delivery

- Contributes to the preparation of core intelligence and analytical products
- Supports Intelligence Officers and Field Intelligence Officers in preparing Frontline Support Products and materials for daily briefings, and in mining intelligence notings.
- Assists the team members of the Intelligence unit as required with document preparation support
- Uses specialist technical software to collate data, conduct basic statistical and graphic analyses to prepare information ready for analysis.

- Provides intelligence and information management support to major incidents
- Conducts research as required by analysts or supervisors.
- Maintains records management systems in accordance with national policy.
- Maintains the unit's secure document registry in accordance with NZP policies.
- Develops and maintains an understanding of the NZ Police (NZP) intelligence model.
- Develops and maintains a thorough knowledge of NZP information management policies and their responsibilities for compliance.
- Maintains knowledge of the current crime priorities, control strategies and intelligence priorities of the intelligence unit.
- Manages information and intelligence that supports the Tasking and Coordination process of the District.

3. Team Work

- Contributes to the effective daily operation of the intelligence unit.
- Co-operates and works with other members of the intelligence unit to achieve team goals.
- Encourages, creates and supports open, honest and constructive relationships with colleagues.
- Works effectively as a member of a team.
- Contributes in a positive manner to the setting of goals/standards for the unit.

4. Customer Service

- Provides a prompt and timely response to requests for information and assistance.
- Ensures that all service requests and complaints are in with a professional, customer-friendly and timely manner.
- Uses discretion in dealing with problems.
- Shows initiative when faced with new or unfamiliar tasks and persistence when faced with difficult or time-consuming tasks.

5. Relationship management

- Establishes and maintains effective professional relationships with people and organisations with whom the job requires regular contact.
- Establishes and maintains appropriate internal and external relationships.
- Shares information appropriately and in accordance with legislation and NZP guidelines and policies.

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).
4. Potential to demonstrate intermediate skills in Microsoft Word, Excel and PowerPoint by prior certification (e.g. Microsoft Office Specialist) or by passing a skills test
5. In the event of operational emergencies, on short notice applicants may be required to:
    - Work outside normal business hours
    - Travel domestically
    - Relocate temporarily for unknown duration

Pre-Employment Checks

- A non-core Children's Worker security check is required

Qualifications

- Applicants will be required to attend residential training at RNZPC (Wellington) for up to 2 weeks' at a time