

Job Description

Job title	Intelligence Researcher (Maternity Cover)
Reports to	Intelligence Coordinator
Grade	2
Directorate	Operations
Term	Fixed Term (Maternity Cover)

Job purpose

To undertake a variety of duties, including data entry and developing a first-tier research summary for a new intelligence received into the unit, using a variety of sources

To work as a team with the rest of the intelligence unit to collate information and to provide intelligence research and analytical support to on-going operations.

- Collaborate with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives
- Gather information from a range of sources to understand situations, ensuring it is reliable and accurate
- Actively contribute within meetings in a clear, concise and relevant manner
- Provide research to support the analysts
- Assess intelligence reports in a timely manner
- Use information sources e.g. ADAMS,192.com and open sources to develop new intelligence received into the unit and create new entities in the Intelligence Database
- Creating information forms, accurate Intelligence Reports and timely information requests
- Produce research profiles
- Identify intelligence gaps and emerging problems from development work
- Promote and support the flow of information from within UKAD, including Doping Control Personnel
- Maintain internal relationships to ensure two-way information sharing at an operational level
- Comply with internal guidance and data sharing protocols in relation to the collection, recording, evaluation, sharing, review, retention and disposal of information
- Complete and manage projects as instructed by the Intelligence Coordinator

- Liaise with external agencies to assist with both proactive and reactive investigations
- Generate intelligence products using research techniques and analytical software to assist with investigations
- Contribute to the preparation of cases for possible Anti-Doping Rule Violation proceedings and any investigations conducted on behalf of UKAD

Key internal and external contacts

- UKAD colleagues
- UKAD Board
- World Anti-Doping Agency (WADA)
- NADOs
- Partner Organisations
- Law Enforcement Agencies
- Athletes and Athlete Support Personnel
- National Governing Bodies
- International Federations
- Regulatory Bodies
- External suppliers and consultants

Person specification

Qualifications/experience/knowledge

- Educated to degree level or equivalent
- Previous experience of working in an intelligence environment, gathering and developing intelligence
- Experience and working knowledge of intelligence research techniques (including open source), and with analytical tools and methods
- Familiarity with the National Intelligence Model and the associated processes
- Previous attendance at a police accredited Intelligence researcher course (or equivalent)
- Proven capability to plan and carry out activities in an orderly and well-structured way, working within appropriate policy and procedures
- Familiarity with the Freedom of Information Act, and the Data Protection Act
- Experience of communicating and presenting to a variety of levels of seniority and backgrounds both internally and externally to UKAD
- Experience of managing sensitive and confidential information in an appropriate manner

Skills

- Accuracy and good attention to detail is essential
- Excellent IT skills, including full competence in the use of MS Office
- Participate as a member of a team to move the team toward the completion of goals
- Demonstrable critical and creative thinking abilities
- Desirable to have analytical training and skillset

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with International colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.