



Job Description

Job Title: Intelligence Officer

Reports To: Head of Rescue and Prevention through Intelligence Manager

Contacts: Inspectorate and external agencies

Overall Purpose of the Role:

It is our mission to identify and protect vulnerable animals, prevent and respond to harm and make Scotland the best place in the world for animals.

The information needed to assist the SSPCA with this goal is not always evident. That's why we need Intelligence Officers to help identify and understand what's going on and direct our response to some of the most complex and high-profile cases.

The purpose of this role is to receive, evaluate, sanitise and disseminate intelligence information within the SSPCA.

You will be responsible for identifying suspects/ offenders/ couriers of interest to the SSPCA, hotspots and intelligence gaps. You will also be responsible for identifying areas requiring further development to assist in the prevention or disruption of animal welfare related serious and organised crime.

You will be asked to conduct intelligence analysis in accordance with the National Intelligence Model, as directed by Senior Management. This will be achieved through the timely production and dissemination of analytical products that inform the decision-making process and contribute to the promotion of an intelligence-led culture throughout the SSPCA.

Key Responsibilities:

- Model the Society's values - Committed, Compassionate, Professional, Expert, Collaborative and Adaptable in the workplace at all times.
- Operate the Society's Intelligence database. Input, link and develop intelligence reports to support staff in effective decision making around critical incidents and complex problems. This is crucial when accurate information needs to reach the right people quickly.
- Analyse Intelligence and information in order to validate, grade, risk assess and sanitise.
- Develop, analyse and ensure accurate dissemination of intelligence both internally and externally, where appropriate.

- Assist in developing the Society's strategic and tactical intelligence capability and ensure its efforts are unified and directed towards Serious and Organised Crime Groups perpetrating Animal Welfare crimes in Scotland, inform management to ensure effective tasking of intelligence and information and have a sound knowledge of the National Intelligence Model.
- Operate a range of computer-based systems, whilst having an awareness of the importance, sensitivity and integrity attached to data management.
- Advise and inform managers and provide accurate information and guidance in relation to intelligence and other information. Provide recommendations from analysed intelligence enabling appropriate strategies to be considered/implemented.
- Respond to enquiries from internal and external sources and liaise with external agencies as directed.
- Prepare electronic briefing documents and bulletins in relation to identified threats.
- You will be expected to carry out any other general duties as directed and co-operate with other members of staff as required.

PLEASE NOTE THAT DUE TO THE NATURE OF THIS JOB, THERE WILL BE TIMES WHEN YOU MAY BE EXPOSED TO INFORMATION/MEDIA OF A DISTRESSING NATURE.

Person Specification:

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • SCQF Level 5 qualifications or equivalent work-related experience 	<ul style="list-style-type: none"> • Open-source intelligence training • Completion of the College or Policing IPP or equivalent qualification in intelligence
Experience & Job Knowledge	<ul style="list-style-type: none"> • Intelligence research experience • Able to work in a team environment whilst also being capable of working independently and using own initiative 	<ul style="list-style-type: none"> • Previous experience of working within an intelligence unit
Job Related Skills / Competencies	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Attention to detail • Good IT skills • Organisational skills, ability to plan and meet deadlines 	<ul style="list-style-type: none"> • Knowledge of CLUE intelligence database or similar • High level of computer literacy including social media platforms, MS Word, Excel, PowerPoint and Outlook.
Personal attributes	<ul style="list-style-type: none"> • Resilient and calm approach to dealing with difficult and disturbing information • Ability to work in a fast-paced environment • Act with professional integrity • Flexible • Work well within a team 	
Additional relevant criteria		

