



Protecting local
communities

VACANCY

Job Title: Intelligence Assistant

Hours: 37 hours per week

Duration: Fixed term contract until August 2020

Salary: £22,462

Location: Training and Administration Hub, Queens Meadow Business Park, Hartlepool.

We are seeking to appoint an enthusiastic and self-motivated Intelligence Assistant in our Risk and Performance Unit based at the Brigade's Training and Administration Hub in Hartlepool.

Cleveland Fire Brigade is an intelligence led organisation which provides a first class fire and rescue service to the Cleveland area.

The unit is responsible for supporting the strategic, operational and tactical planning activities of the Brigade through the provision of concise, timely and accurate information that has been analysed, evaluated and interpreted.

On a day to day basis you will be responsible for the provision of high quality information and intelligence to operational divisions to assist in their tactical decision making and targeting of resources to ensure they have maximum benefit.

The successful applicant must be able to deliver high quality work in a high pressured environment with minimal supervision. You must be highly numerate with exceptional analytical, IT and presentation skills. You must be an effective team player and have a flexible attitude and approach to work.

To download an application form and information pack visit North East Jobs, alternatively you can email recruitment@clevelandfire.gov.uk or contact the Human Resources Department on 01429 874019.



Personal Role Profile

Role Title:	Intelligence Assistant	Reporting To:	Intelligence Manager
Location:	Brigade Headquarters	Role/Grade:	Grade E
Purpose of Role:	<p>To provide an efficient and effective intelligence and information service that effectively supports the activities of the Brigade.</p> <p>To ensure that high quality information, that is analysed, evaluated and interpreted, is readily available to support strategic and tactical decision making. To provide information that demonstrates the contribution the Brigade makes to the achievement of its and its partners objectives within the Cleveland area.</p>		

Key Responsibilities

Operational

1. Support the Authority's Strategic Integrated Business and financial planning process through the provision of high quality information that is effectively analysed and interpreted.
2. Production of high quality, regular and periodic reports to management and operational divisions that demonstrate the clear linkages and impact between risk, performance and management information.
3. Assist in the application and continuous improvement of the Brigade's Information and intelligence framework and associated tools and techniques applied to aid tactical and strategic decision making.
4. Assist in the production and monitoring of Strategic, Service, Directorate, District and Station plans.
5. Assist in the identification and implementation of the collection, validation, analysis and interpretation of information and present findings in a high quality professional manner.
6. Under the direction of the Intelligence Manager, ensure all output and reports produced by the unit are of the highest quality and in a professional format.
7. Support the implementation of a Brigade's Intelligence led Evaluation Framework.
8. Assist in the production and dissemination of the Brigade's performance information.
9. Support the maintenance of the Incident Recording System (IRS) and ensure it is operated in an efficient and effective way.
10. Ensure all incidents recorded within IRS are quality assured and published with CLG within the timescales prescribed.
11. Maintain user guides for all key Risk and Performance systems.
12. Support the organisation in the development of the information management systems as directed by the Head of Risk and Performance.
13. Ensure all key information systems and data sets are fit for purpose and reconciled to ensure completeness and accuracy of data used by the unit in the discharge of their duties.
14. Ensure that IRS incident information is quality assured in a timely fashion.
15. Support the delivery of the Brigade's Performance Management, Risk Management, Evaluation and

Data quality frameworks.

16. Participate within special projects under the direction of direct line manager and/or Head of Risk and Performance.
17. Attend briefings , seminars, working groups, events and meetings where necessary to gather and exchange information and intelligence

Corporate

18. Maintain the competencies detailed in the National Occupational Standards for this role.
19. Take reasonable care of own health and safety and co-operate with management, so far as is necessary, to enable compliance with health and safety policies and legislative requirements.
20. Promote equality and diversity including implementing and communicating the organisation's values and expectations.
21. Apply Best Value and continuous improvement principles into organisational functions and activities.
22. Ensure that self continuously develop to improve organisational performance.
23. Represent the Organisation at on appropriate external meetings and working groups.
24. Network with peers and central bodies to capture and learn from good practice.
25. Undertake such duties and responsibilities commensurate with the nature of the post.

Uniform

26. The person appointed to this post is required to wear the Brigade's 'Office Wear' uniform in line with the Brigade's Dress and Appearance Policy.

Role Map of National Occupational Standards	Nos	Modules
Support the development of colleagues in the workplace	FF7	14, 26, 29,
Contribute to fire safety solutions to minimise risks to your community	FF8	33, 34,
Manage information for action	WM3	62, 70, 71
Maintain activities to meet requirements	WM2	
Take responsibility for effective performance	WM4	
Investigate and report on events to inform future practice	WM6	

Personal Qualities and Attributes (PQAs)

Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations

Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness

Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations

Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community

Effective communication Communicates effectively, both orally and in writing

Commitment to Development Committed and able to develop self, individuals and teams to improve organisational

effectiveness

Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements

Situational Awareness Maintains an active awareness of the environment to promote safe and effective working

Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and implementing Creates and implements effective plans to deliver a range of organisational objectives

Political/Organisational Awareness Recognises the potential/political impact and implications of actions from a strategic perspective

Signatures

Approved by: Line Manager	Tim Graham	Date:	1 st April 2019
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

PERSON SPECIFICATION

JOB TITLE :	Intelligence Assistant
DEPARTMENT :	Corporate Services : Risk and Performance
GRADE :	E

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW MEASURED
<p>EXPERIENCE / KNOWLEDGE</p> <ul style="list-style-type: none"> • Experience of working in a large complex organisation • Working and delivering to deadlines in a high pressure environment • Experience of participating in meetings on work related issues • Experience of communicating complex and technical information in an easily understood format • Experience of working in an organisation with both uniformed / non uniformed employees • Working knowledge and understanding of Local Government and the issues facing it • Knowledge of process improvement techniques 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>A,R</p> <p>A,I</p> <p>A,I</p> <p>I,T</p> <p>A,R</p> <p>A,I</p> <p>A,I</p>
<p>SKILLS / COMPETENCE</p> <ul style="list-style-type: none"> • Ability to develop realistic practical strategies to deliver pieces of work • Critical thinking: ability to analyse, evaluate and interpret information and form conclusions • Deliver work to a high quality and of a professional nature to predetermined timescales • Excellent verbal and written communication skills • Excellent presentation skills • Ability to convey information in form of high quality written reports • Excellent numeracy skills with an attention to detail • Methodical and logical approach to work • Well-developed IT and analytical skills • Excellent Microsoft Excel skills 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>I,T</p> <p>I,T</p> <p>I,T,R</p> <p>I,T</p> <p>I,T</p> <p>I,T</p> <p>I,T</p> <p>I,A,T</p> <p>I,A,T</p> <p>I,T</p>
<p>EDUCATION / TRAINING</p> <ul style="list-style-type: none"> • Good standard of general education including GCSE (or equivalent) in English and Mathematics • Relevant professional / vocational qualification or degree (or 	<p>✓</p> <p></p>	<p></p> <p>✓</p>	<p>A,P</p> <p>A,P</p>

equivalent)			
PERSONAL ATTRIBUTES			
• Personal demeanour and credibility which inspires confidence and motivates colleagues	✓		I,R
• Team worker	✓		I,R
• Self-motivated and enthusiastic	✓		I,R
• Ability to accept and adapt to change in a positive manner	✓		I,A
• Resilient	✓		I,A
• Prepared to work flexibly	✓		I,A
OTHER RELEVANT (JOB SPECIFIC) POINTS			
• Ability to meet the services medical requirements	✓		M
• To possess a full current driving licence or have access to travel arrangements to allow travel across the County as required		✓	A

A= Application, T= Test, I = Interview, R= Reference, P= Proof (certificates etc), M= Medical