

JOB PROFILE

POST TITLE:	Communication Data Investigator - (SPOC)
GRADE:	E
DIRECTORATE:	Protective Services
RESPONSIBLE TO:	DS Cyber & Digital Investigations
LOCATION:	Leek Wootton
JOB PURPOSE:	<p>The Communications Data Investigator (CDI) is an accredited Single Point of Contact (SPOC) qualified to facilitate and obtain the lawful acquisition of communications data between Communications Service Providers (CSP), Internet Service Providers (ISP) and other Application Service Providers (ASP) such as social media providers for Warwickshire Police criminal investigations.</p> <p>The Communications Data Investigator will engage proactively with investigating officers for volume, major and serious and organised crime and develop strategies and decide what communications data will achieve the desired operational outcome to protect people from harm.</p>

MAIN RESPONSIBILITIES:

1. Receive, research and if necessary return for further development, applications for the acquisition of communications data submitted from applicants, deciding the most appropriate means of obtaining the required intelligence / evidence relevant to the investigation.
2. Provide applications for the acquisition of communications data to Authorising Individuals (AI) from the Office for Communications Data Authorisations (OCDA), Designated Senior Officers (DSO), Senior Responsible Officer (SRO) and IPCO Judicial Commissioners (JC).
Provide support to Senior Investigating Officers (SIO) and operational commanders with professional guidance / advice on legal requirements and decision making regarding the most effective investigative line/s of enquiry in relation to the acquisition of communications data.

<p>3. Acquire authorised communications data from the Communications and Internet Service Providers (CSP & ISP) directly or, by the use of online systems, ensuring that the data obtained and stored is done so in accordance with the National Codes of Practice, Investigatory Powers Act 2016, RIPA 2000, Police Act 1997 and the Lawful Handling of Information – Data Protection Act (DPA), GDPR and MOPI. Additionally the completion of Radio Frequency Surveys and production of associated reports.</p>
<p>4. Provide the point of contact for external agencies for telecommunications data, for example, regarding liaison with Communications Service Providers (CSP), Internet Service Providers (ISP) and other Application Service Providers (ASP).</p>
<p>5. Proactively develop expertise and knowledge with regards to the network services essential for analysis and interpretation of results. Proactively identify through environmental scanning new products and techniques pertaining to electronic communications data and conduct appropriate research in order to identify appropriate law enforcement responses and maintain investigative expertise.</p>
<p>6. Attend briefings and proactively disseminate relevant strategic and tactical advice and decide which methods and what data is to be acquired to achieve investigation outcomes by directing applicants and informing Senior Investigating Officers (SIO), Designated Senior Officers (DSO), Authorising Individuals (OCDA), Senior Responsible Officer (SRO) and IPCO Judicial Commissioners (JC).</p>
<p>7. Provide 24/7 on-call support for emergency situations, including an immediate threat to life and crime in action. Provide live time dynamic advice and decide what data is required for Senior Investigating Officers authorisation/independent authority for the most effective course of action, for obtaining critical communications data in compliance with the relevant legislation.</p>
<p>8. Prepare and deliver training inputs and presentations in relation to CSP and ISP Services to investigators of Child Sexual Exploitation (CSE) – Volume crime – Missing person coordinators/officers, Analysts, OCC Inspectors, Newly promoted Superintendents and operational officers to maintain and improve evidential digital exploitation in investigations to protect persons from harm.</p>
<p>9. Provide and acquire witness statements in relation to the acquisition of communications data and investigative methods (non-sensitive) as requested for evidence and attend criminal/coroners/civil courts to give evidence where necessary.</p>

10. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	<ul style="list-style-type: none"> • Requirement to participate in an on call rota to provide out of office hours cover during evenings and weekends. • Requirement to travel within the Warwickshire Policing area. • Requirement to complete and pass the Mandatory National Training course for initial accreditation and probationary period prior to being confirmed in post. • Requirement to complete and pass the Mandatory National Training yearly updates to maintain professional qualification and legal compliance.
Security level:	Management Vetting /Security Check

PERSON SPECIFICATION

Knowledge:

- Educated to A Level, NVQ Level 3 or equivalent standard
- A sound working knowledge of legislation, policy and procedures including the Acquisition and Disclosure of Communications Data Codes of Practice, Human Rights Act, Investigatory powers Act 2016, RIPA 2000, Police Act 1997, Criminal Procedure and investigations Act , Data Protection Act (DPA), GDPR, FOI and the Management of Police Information (MOPI)
- High awareness of Communications Service Provider and Internet provider services.
- Understanding of the National Intelligence Model. Knowledge of MOPI policy, disclosure and information sharing principles.
- Knowledge of intelligence policy and procedures and investigative skills.

Experience:

- Have a proven track record of working as part of a team in a busy office environment with excellent administration skills and a keen eye for detail.
- Have proven advanced experience in computer skills, particularly using Windows based packages, advanced Excel and databases.

Desirable:

- Previous experience within a policing intelligence or investigative environment with recent usage of intelligence or investigative systems would be advantageous.

Key Skills:

- Possess excellent analytical skills to accurately assimilate and assess information drafting concise reports for all levels of the organisation.
- Effective communication and presentation skills including the ability to deliver briefings both written and verbal.
- Possess excellent Excel skills
- The ability to evaluate information and make informed decisions.
- Ability to represent the unit at a variety of forums at local and regional level and present where necessary at these.
- Ability to negotiate with and influence managers.
- Ability to work on own initiative and with minimal supervision.
- Ability to prioritise workloads

BEHAVIOURS

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF:

Author:	T/DCI 1938 Alan Townsend
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SPECIAL CONDITIONS CHECKLIST: POLICE STAFF POSTS

Section 1: Allowances	Yes	No
Shift working		x
Weekend working (Where required via On Call)	x	
Unsocial hours (When required via On Call)	x	
Night working (Where required via On Call)	x	
On Call	x	

Section 2: Other conditions	Yes	No
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Regular travel throughout the Warwickshire Policing area		x
Politically Restricted post		x
Warranted powers		x
Uniform		x

Section 3: Health and Safety Risk factors	Yes	No
Frequent Physical Effort required (give brief details).		x
Exposure to disturbing/unpleasant images or tasks (give brief details).		x
Unpleasant Working Conditions (give brief details).		x
Medical examination		x
Hearing test		x
Eye sight test		x
Night worker (when On Call)	x	
Lone working (when On Call)	x	

Section 4: Security Level	Yes	No
Counter Terrorist Check (CTC)		x
Management Vetting (MV)	x	

Section 5: Additional responsibilities	Yes	No
Fire Warden		x

Section 6: Mandatory Training requirements (please list)
Relevant Communication Data Investigators Course.
Covert Authorities Bureau Training and authorisation training
Cyccoms Database training.
Other tailored CDI course to train to competent/CPD.