

# Kent County Council

## Job Description: Intelligence Assistant

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**Directorate:** Growth, Environment and Transport  
**Division:** Growth, Environment & Transport  
**Grade:** KSC  
**Responsible to:** Criminal Intelligence Manager

### **Purpose of the Job:**

To support the delivery of intelligence services within the Intelligence & Data Team

### **Main duties and responsibilities**

1. Process all information received into the Intelligence & Data Team as directed, inputting, reviewing, assessing and disseminating information and intelligence as necessary. Ensuring that all processing is accurate and completed to the highest standard.
2. Work as directed by the Analysts in accordance with the service priority protocols and raise concerns where necessary.
3. Undertake timely intelligence checks and research on a range of entities, reporting results in a professional and timely manner.
4. Locate, interpret, collate and present intelligence from a variety of sources to other team and Group members, presenting your findings in the most appropriate way.
5. Establish and maintain excellent working relationships with internal and external services.
6. Produce intelligence reports as required and directed.
7. Assist with the intelligence analysis, extraction and collation and report writing for the annual Strategic Assessment plans.
8. Maintain a sound understanding of the sources of intelligence, uses of intelligence and how these sources can be developed, and networks widened.
9. Understand and maintain an awareness of the significance of the work of the team, the risks that are associated with the work and understand the principles of data sharing and the legislative gateways the team works to.
10. Identify and suggest improvements to the intelligence database and processes to ensure that data entry and extraction is efficient, effective and of the highest quality.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: Intelligence Assistant

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>5 GCSE's (or equivalent) passes (Grade A*-C), including Maths and English.</p> <p>Level 2 Diploma or equivalent.</p> <p>Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill</p>
<b>EXPERIENCE</b>	<p>Experience in the use of databases and a good understanding of how they work.</p> <p>Experience of data entry in an environment where accuracy and confidentiality are essential.</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to work effectively with supervision</p> <p>Exceptional attention to detail</p> <p>Ability to enter and extract information into a database in a timely manner and produce basic reports.</p> <p>Ability to manage and prioritise workload effectively</p> <p>Excellent verbal and written communication skills</p> <p>Ability to represent the service in a professional manner when working with partners and colleagues</p> <p>Ability to work within procedures and policies effectively and efficiently</p> <p>Ability to work well with others and contribute positively as part of a team</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p> <p>Commitment to equalities and promotion of diversity in all aspects of working</p>
<b>KNOWLEDGE</b>	<p>Awareness of the National Intelligence Model (NIM).</p> <p>Awareness and sound understanding of the Data Protection Act and guidance concerning intelligence sharing.</p>

	<p>Knowledge of information technology, including Microsoft Office, intelligence databases and reporting functions and case management systems.</p>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p><b>Our values enable us to build a culture that is:</b></p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>