

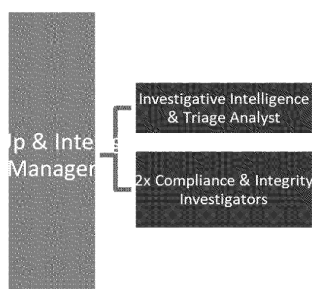
POST OFFICE JOB DESCRIPTION

Job Title	<i>Investigative Intelligence and Triage Analyst</i>
Grade:	<i>TBC (3B or 2a?)</i>
Post Reports to:	<i>Speak Up and Intelligence Manager</i>
Division:	<i>Central Investigations Unit</i>
Business Unit:	<i>Legal, Compliance and Governance</i>
Budget Accountability:	<i>None</i>
Number of Direct / Indirect Reports:	<i>None</i>
Location:	<i>Homebased</i>
Fit & Proper Requirements	<i>NO</i>
Unique Position Number:	<i>Per SF org structure (added after evaluation)</i>

Purpose of the role

To review all in-coming intelligence and information, to triage potential cases, to recommend the allocation of potential cases, and to produce monthly MI and on-demand intelligence assessments.

Where does this role fit in within Post Office?



Principal accountabilities

Responsible for conducting daily reviews of intelligence and information from all sources including from the business-based investigation teams, Speak Up cases, and the Central Investigation Unit in order:

- To identify trends and risks to then produce ad hoc geographic, product, service, or other thematic intelligence assessments and to present these assessments to senior leaders and to teams together with any recommendations.
- To identify potential cases which should be routed to the Speak Up team; to identify cases where CIU are required to provide guidance or other assistance to the business; to identify training needs in the business; and where cases need to be allocated to CIU.
- Producing monthly MI packs relating to Speak Up and CIU for use by the Head of CIU, the General Executive, and the Non-Executive Directors for Speak Up and for Investigations.
- Production of bi-annual intelligence assessments relating for business customers.

- To independently conduct Speak Up or CIU investigations as necessary; support CIU staff on complex cases through analytical support and/or by owning agreed lines of enquiry; and act as an investigative contact point for the Historic Matters-linked teams, investigating all information reported to CIU from the Inquiry, and produce a quarterly intelligence assessment relating to these reports.

Knowledge, experience and skills

- Essential: experience in conducting an investigative or intelligence triage function. An advantage will be to have done this in a combination of two or more settings e.g. law enforcement, military/intelligence, regulatory, or corporate environments
- Essential: Experience of producing strategic and tactical intelligence products and thematic assessments. An advantage would be to have experience in producing these in a National Intelligence Model-compliant environment.
- Essential: experience of complex report writing and subsequent presentation to senior staff. Presentation of analytical products at court an advantage.
- Essential: Experience of relationship/stakeholder management.
- Essential Significant conduct and criminal investigation experience, including production of evidential files.
- Desirable: Experience of having worked in a Speak Up/Whistleblowing team.
- Desirable: Experience of Convercent, Relativity, and i2 software packages & tools.

Key Working Relationships

Who?	When?	To achieve what?
<i>Speak Up & Intelligence Manger</i>	<i>Daily</i>	<i>To be tasked, to make escalations</i>
<i>Compliance & Integrity Investigators</i>	<i>Daily</i>	<i>To pass cases, provide and be provided with up-dates, discuss potential cases, provide analytical support to investigations</i>
<i>Business-based investigators</i>	<i>Ad hoc but likely to be daily</i>	<i>Manage relationships with these teams to ensure the right information is provided by them and promote compliance with best practice; identify training and knowledge gaps; negotiate best routing of potential cases; provide analytical support as needed.</i>
<i>Historic Matters Teams</i>	<i>Weekly</i>	<i>To be a liaison point between the two functions, to investigate any allegations arising from the Inquiry, and to produce a quarterly intel assessment relating to the Inquiry.</i>
<i>CIU Investigators</i>	<i>Ad hoc but likely to be</i>	<i>To pass cases, provide and be provided with up-dates, discuss potential cases,</i>

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	<i>daily</i>	<i>provide analytical support to investigations</i>
<i>Head of CIU</i>	<i>Ad hoc but likely to be weekly</i>	<i>To provide updates, discuss themes, identify potential assessment requirements, report high risk intelligence</i>
<i>Senior business leaders, Legal Director, General Counsel, GE, Board</i>	<i>Ad hoc but likely to be monthly</i>	<i>To provide briefing documents and deliver presentations in person re assessments and to make recommendations as to lessons learned, process changes, vulnerability assessments etc.</i>