



Gangmasters & Labour Abuse Authority

Intelligence Assistant

Summary of the role

The post holder will support the Intelligence function of the GLAA in the gathering, recording, risk assessment, analysis and development of information received from a variety of open and closed sources. The post holder will assist in the development of actionable intelligence products in connection with enforcement or compliance activities falling within the operational remit of the Gangmasters and Labour Abuse Authority. In addition the post holder will routinely receive and respond to calls and correspondence from vulnerable workers, members of the public and partner agencies reporting breaches of the Gangmasters Licensing Act, its associated licensing standards and other alleged criminal law offences falling within the investigative scope of the GLAA.

Workplace Values

At the GLAA all employees are expected to abide by the values we have within the organisation, Integrity, Respect, Commitment, Professionalism and Teamwork.

Integrity

Being trustworthy with an honest, responsible and reliable approach to achieve our goals.

Respect

Helping each other in a friendly, supportive and inclusive working environment to achieve our goals.

Commitment

Finding solutions with innovative ideas, sharing knowledge and expertise to achieve our goals.

Professionalism

Delivering quality, working productively with passion and pride to achieve our goals.

Teamwork

Working together to utilise each other's strengths, skills and experience to achieve our goals.

Responsibilities

- Supporting the Intelligence Officers in the day to day activities of the Intelligence Unit
- Routine application checks for new licence applicants and changes of Principal Authority including interrogation of all available systems and information sources
- Requesting, analysing and responding to information to or from other government departments
- Researching and utilising all available information sources to inform the development of a variety of intelligence related products
- Acting as a point of contact and support for exchange of information and intelligence
- Inputting, retrieving and presenting data using the Intelligence Management System and other associated IT or recording systems
- Dissemination of intelligence in the appropriate manner to relevant organisations, departments and/or individuals whilst maintaining the required confidentiality, sensitivity and duty of care
- Receiving calls and/or correspondence from vulnerable workers or members of the public, recording complaints, offering advice and support on GLAA relevant issues
- General administrative duties, e.g. answering telephone calls, photocopying etc.
- Undertaking any other duties as considered reasonable and commensurate with the grade and responsibilities of the post

Knowledge and Skills

Essential

- A minimum of 12 months office based practical experience which includes a public/customer interface
- Ability to listen carefully to and gather relevant information from vulnerable and/or reluctant persons
- Ability to effectively communicate verbally and in writing
- Ability to work on own initiative or as part of a team with a good level of

Desirable

- Experience of working within an intelligence or law enforcement environment is desirable but not essential as full training will be provided
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English coupled with good verbal and written knowledge of at least one of the following languages: Romanian, Latvian, Lithuanian,

<p>organisational skills and the ability to multi task and work to tight deadlines</p> <ul style="list-style-type: none">• IT literate with a good working knowledge of Microsoft Office products (e.g. Word/Excel)	<p>Slovak, Bulgarian (others may be considered according to relevance)</p>
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In addition the post holder must successfully achieve SC vetting clearance, Non-Police Personnel Vetting clearance and hold a valid passport.