



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Intelligence Manager

MINISTRY: Ministry of Immigration and Border Services

DEPARTMENT: TCI Border Force

LOCATION: Providenciales

JOB SUMMARY:

The incumbent will be responsible for developing a culture of being intelligence led throughout our Border Force, and will promote the identifying of intelligence opportunities, and capturing and sharing intelligence within the organization and with local and international partners. The post holder will be responsible for developing a culture of being intelligence led throughout our Border Force, and will promote the identifying of intelligence opportunities, capturing and sharing intelligence within the organization and with local and international partners.

KEY FUNCTIONS AND DUTIES

DRIVE AN INTELLIGENCE-LED BORDER FORCE

- Ensure a proactive threat-assessment function and maintain international relationships to stay ahead of changing and emerging trends in border security – both here and overseas;
- Commission, bring together and present intelligence led briefings and reports to a range of audiences – including staff, partners and senior leads;
- Provide the supporting framework to a proactive border targeting function, ensuring operational activity is intelligence-led;
- Personally oversee an annual Border Force threat assessment, setting out key areas of threat, harm and risk to inform Ministers, senior government officials and Border Force leaders in decision-making;
- Create, drive and monitor compliance with recognized intelligence and decision models, ensuring information and intelligence is handled in line with guidelines;
- Act as the Border Force-wide subject matter expert for all intelligence-led activity, tasking and working with peers, staff and senior leaders to ensure strategic and tactical decision making gives regard to threat, harm and risk;
- Protect the public as a key concern – ensuring consideration around priority and the safety of communities and individuals;
- Specifically work with law enforcement and international partners, sharing capabilities and opportunities to work together to be greater than the sum of our parts;
- Attend and prepare for regular operational tasking meetings, including proactively acting as the chair in the chair's absence;
- Prepare for, attend and manage any tasking relating to intelligence and/or operational meetings with partners, locally and internationally;





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- Chair and facilitate quarterly and monthly internal threat assessment meetings, ensuring strategic updates;
- Act as a key member of the Border Force leadership team, collaborating across all areas of operation and acting in other roles when required;
- Create and communicate to all levels of staff an intelligence performance framework, ensuring staff across Border Force are engaged in the importance of delivery, ensuring the aims are understood and feature in day to day activity;
- Maintain the visibility and availability of the intelligence function to those on the frontline – facilitating the sharing and feedback of information;
- Promoting the intelligence unit to the public, other government departments and policing, as a real conduit and asset to protecting the public;
- Manage own professional development, ensuring skills and capabilities are kept up to date with the intelligence landscape;

LEAD THE BORDER FORCE INTELLIGENCE UNIT

- Oversee the operation of the Border Force Intelligence Unit in adherence to recognized intelligence principles;
- Ensure a functioning, transparent prioritization and 'need to know' process for intelligence, and personally oversee issues of particular sensitivity, importance or threat;
- Establish and maintain a proactive, forward looking operation, engaging the team in identifying and reporting emerging risks and threat issues;
- Support the team to identify opportunities to gain information and build intelligence, in particular in line with the required standards;
- Set out a formalized intelligence unit, including processes and intelligence requirements for the team – such as a gatekeeper function and auditable recording – and monitor adherences;
- Prioritize engagement with the team, building trusted relationships and dynamically identifying and responding to any issues of concern;
- Support a culture of continuous personal and professional development and competencies within the team, acting as an advocate for training, development and exploiting opportunities to learn;
- Support staff to build and maintain trust with other intelligence entities, local and international;
- Set the direction for and review the intelligence approach to digital media, forensic and financial opportunities;
- Develop a process of assurance around intelligence handling, an understanding of provenance, processing and reporting (inside the team and more broadly across Border Force) to ensure adherence and drive improvement;
- Personally comply and ensure that all staff adhere with all laws, policies, standing orders, emergency orders and notices;
- Lead the drive of a safeguarding culture of individuals in the intelligence process, ensuring vulnerable persons and victims are recognized and prioritized and that lessons are learned and shared;
- Perform other related tasks as defined
- Adhere to the Public Service Handbook





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QUALIFICATIONS AND EXPERIENCE

- The post holder is required to hold, or to be working towards, a relevant Bachelor's degree, including law, criminal justice or any business-related subject.
- Ten (10) years working in the area of law enforcement or intelligence;
- At least four (4) years leadership experience in a law enforcement or intelligence setting
- Evidence of delivery in an operational setting, including supporting investigations, working with partners and use of IT systems;
- Good working knowledge of immigration and/or customs functions;

Desirable:

- Leading operational or strategic intelligence functions at a senior level; leading change in an operational setting

SALARY: Grade 8 - \$64,985.00 per annum plus allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

