

## Job Description

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<b>Job title</b>	Intelligence Researcher
<b>Reports to</b>	Senior Intelligence Coordinator
<b>Grade</b>	2
<b>Directorate</b>	Operations
<b>Term</b>	Permanent, full-time

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### Job purpose

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To undertake a variety of duties, including data entry and developing a first-tier research summary for any new intelligence received into the unit, using a variety of information sources.

To work closely with the rest of the Intelligence and Investigations team to collate information, provide intelligence research and analytical support to ongoing operations.

- Collaborate with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives
- Gather information from a range of sources to understand situations, ensuring it is reliable and accurate
- Actively contribute within meetings in a clear, concise, and relevant manner
- To assist the team by providing administrative support, including the completion of accurate meeting notes
- Provide research support to the analysts
- Assess intelligence reports in a timely manner
- Use information sources and OSINT to develop new intelligence received into the Intelligence and Investigations unit
- Creating information forms, accurate intelligence reports and timely information requests
- Promote and support the flow of information from within UKAD, particularly the Protect Your Sport project
- Maintain internal relationships to ensure two-way information sharing at an operational level
- Comply with internal guidance and data sharing protocols in relation to the collection, recording, evaluation, sharing, review, retention, and disposal of data

- Complete and manage projects as instructed by the Senior Intelligence Coordinator
- Liaise with external agencies to assist with both proactive and reactive investigations
- Generate intelligence products using research techniques and analytical software to assist with investigations
- Contribute to the preparation of cases for possible Anti-Doping Rule Violation proceedings and any investigations conducted on behalf of UKAD

### Key internal and external contacts

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- UKAD colleagues
- UKAD Board
- World Anti-Doping Agency (WADA)
- NADOs
- Partner organisations
- Law Enforcement Agencies
- Athletes and Athlete Support Personnel
- National Governing Bodies
- International Federations
- Regulatory Bodies
- External suppliers and consultants

### Our Values

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- **Integrity** – We do what is right for clean sport, we are equitable and ethical, ensuring everyone is treated fairly and with respect.
- **Collaboration** – We work together and with others, sharing knowledge and building relationships to better tackle doping.
- **Excellence** – We strive to achieve high standards in the protection of clean sport, evolving with the times and finding solutions.
- **Passion** – We are dedicated to keeping sport clean, are proud of what we do and know it matters.

### Person specification

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#### Qualifications/experience/knowledge

##### Must have

- Experience of managing sensitive and confidential information in an appropriate manner
- Experience of intelligence research techniques
- Experience of open-source intelligence gathering (OSINT) including social media platforms
- Proven capability to plan and carry out activities in an orderly and well-

- structured way, working within appropriate policy and procedures
- Experience of communicating and presenting to a variety of levels of seniority and backgrounds (internal and external)

### **Ideal, not vital**

- Experience of working in an intelligence or equivalent environment, with an ability to recognise, gather and develop intelligence product
- Experience of analytical tools such as i2
- Good awareness of the National Intelligence Model and the associated processes
- Good awareness of the Freedom of Information Act, GDPR and the Data Protection Act

### **Skills**

- Accuracy and good attention to detail
- Excellent IT skills, including full competence in the use of MS Office
- Participate as a member of a team to move the team toward the achievement of goals
- Demonstrable critical and creative thinking skills

### **Additional information**

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Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended considering the changing needs of the organisation.

**For more information about the work of UKADs Intelligence & Investigations team please do view our short animation which can be found [here](#).**

