

# SERIOUS ORGANISED CRIME AGENCY

## ROLE PROFILE

<b>SOCA Grade: Role Title:</b>	<b>SG3 Senior Librarian/Information Specialist</b>	
<b>Reporting Manager:</b>	Head of Open Source Services	
<b>Location:</b>	Central London	
<b>Aim of the Role:</b>	To build, develop and manage SOCA's open source capability allowing the business to access and exploit publicly available information in support of SOCA's strategic imperatives.	

### 1. Key responsibilities/accountabilities

- To build, develop and manage a professional Library and Information service for both electronic and printed media in accordance with business requirements.
- To lead on open source training for SOCA staff on both the effective use of commercial databases and exploitation of the internet to help build SOCA's knowledge and understanding of serious organised crime, SOCA nominals, and to support operational activity.
- To provide professional advice and guidance on the contribution open source can make to the SOCA's programmes of activity, and to champion the use of open source as a primary source of intelligence for both tactical and thematic requirements.
- To provide professional advice and guidance on the procurement and suitability/relevance of commercial open source databases to ensure best value for money, ensuring that SOCA's portfolio of open source databases meet the needs of the business and keeps pace with new products and suppliers.
- To develop and maintain joint working with SOCA's open source partners within the Intelligence community, making best use of opportunities for virtual joint working, sharing best practice, and joint procurement activity.
- To work as part of the Open Source Services (OSS) wider management team making an effective contribution to the leadership and management of this business area.
- In the future as the internal open source capability develops the post holder will have line management and team leader responsibility for SOCA's professional and non specialist staff working in this business area.

## 2. Behaviours required – Please see attached ICF for definitions

### Grade 3

Openness to Change - B

Negotiating and Influencing- B

Maximising Potential - B

Problem Solving - B

Planning and Organising - A

Resilience - A

## 3. Technical requirements

### Key skills/qualifications required:

#### Proven skills of :

Effective management and leadership skills.

Leading and developing new areas of business including change management.

Building and maintaining effective relationships.

Working with stakeholders to create effective solutions and maximise buy in.

Sound decision-making, taking responsibility and ability to use own initiative.

Good communication, organisation and highly motivated.

Working without supervision and motivating others.

Translating high level strategic vision into practical and cost effective delivery options that meet the business need.

#### Knowledge of :

A sound knowledge of a wide range of commercial open sources and exploitation of the internet, their use and application gained through experience of working in open source at practitioner level.

#### Qualifications

Member of the Chartered Institute of Librarian and Information Professionals (CILIP) with full Chartered status.

**Vetting status:** Selected candidates will need to successfully complete DV vetting.