# Hosting Proforma

Northern Ireland Environment Agency

Name of Host

Organisation

**1. Interchange Manager’s details**

Gillian Shackleford

Name

Organisation/

NIEA (Executive Agency of DAERA)

Department

17 Antrim Road

Lisburn

BT28 3A

Address

Telephone Fax number

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Number

Gillian.shackleford@daera-ni.gov.uk

E-mail

Type of Opportunity

**Secondment** – Head of Intelligence Unit

**2. Details of hosting opportunity**

Description of opportunity

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| **This is a dynamic and challenging opportunity to lead the NIEA’s Intelligence Unit (within the Environmental Crime Unit) which is one of four units within the Resource and Efficiency Division (RED) of the NIEA.**  **NORTHERN IRELAND ENVIRONMENT AGENCY**  The Northern Ireland Environment Agency (NIEA) is an Executive Agency within the Department of Agriculture, Environment and Rural Affairs (DAERA). The NIEA has two Environmental Divisions – Resource Efficiency Division and Natural Environment Division.  The role of NIEA is to:  • promote both public awareness of environmental issues and action to deal with them;  • regulate adverse human impacts upon the environment;  • work in partnership with others to protect the environment;  • protect public health through regulation of drinking water quality  • provide financial support to others to encourage action to protect the environment;  • manage our properties to promote public access to, and understanding of, the environment; and  • advise Government and other key sectors on environmental issues.  NIEA has over 550 staff, the greater percentage being scientific and technical staff, at its headquarter buildings Lisburn and a number of regional locations.  Further information about NIEA can be obtained on the Internet at https://www.daera- ni.gov.uk/northern-ireland-environment-agency.  **ABOUT THE DIVISION**  **Resource Efficiency Division (RED)**  The Resource Efficiency Division is the largest Division within the NIEA. The Division is responsible for a diverse range of activities and seeks to safeguard the quality of the environment through effective regulation of activities that have the potential to impact on air, water and land. This involves engagement with businesses and the public to provide information and advice; monitoring, recording, reporting and setting standards for compliance; issuing consents, licences, permits and authorisations and enforcing legislation.  **ABOUT THE UNIT**  **Environmental Crime Unit (ECU)**  The ECU was established in April 2008, with the specific aim of investigating incidents, in assessing same and where necessary to investigate and prosecute serious and persistent breaches of the law under the Waste and Contaminated land (Northern Ireland) Order 1997 (as amended). Serious and persistent environmental waste crime offenders, often involving aspects of organised criminality.  We investigate and prosecute the most significant, serious, and persistent environmental waste offenders who inflict large-scale and long-term damage on our environment whilst depriving the local economy of considerable revenue and negatively affecting the ability of legitimate businesses, that are regulated by the Agency, to compete in the waste management industry.  We apply our powers primarily in relation to the Waste and Contaminated Land Order (1997) as amended and Proceeds of Crime Act (2002) to investigate allegations of waste crime and assert the ‘Polluter Pays Principle’.  We support other parts of NIEA and DAERA with regards to investigative knowledge and capability.  We are raising the profile of waste crime through assisting our law enforcement sister agencies, carrying out joint operations and challenging those responsible to act.  We engage and communicate both internally and externally to increase awareness, educate and raise the profile of waste crime.  The Unit has five main functional areas including **Criminal Investigation, Financial Investigation, Intelligence Unit, Business Support,** and **Engagement And Assessment** with circa 30 staff.  **Intelligence Unit**  The Intelligence Unit was established as a distinct section in 2015 with a specific aim of acting as a central enforcement information and analysis hub for the Resource Efficiency Division (RED) in NIEA. It is at the heart of ECU processing information and in particular, intelligence, to inform strategic and tactical management of intelligence led investigations in line with legislation. The Unit is a small team (comprising 1 head of Unit and 1 x SO Researcher) providing the enforcement team with a co-ordinated service of relevant information.  The role entails significant liaison across the various disciplines within RED as well as with other statutory agencies. The Intelligence Unit critically enables NIEA to meet its objectives and ensure that enforcement is effective in line with the Agency’s Enforcement Policy.  This role involves assisting and supporting the Head of Unit to influence senior management using carefully collated information to improve workforce planning and focus on the most impactful investigative leads; those that can make a difference in the deterrence, detection and prevention of criminality. This, in turn, should impact on the number of cases that are successful for the Agency and therefore the reputation and confidence in law enforcement not only for NIEA but wider Government and administration of public justice.  The post holder will support the Head of Unit to liaise with senior representatives from external agencies/other law enforcement agenises such as the Police Service for Northern Ireland (PSNI), Her Majesty’s Revenue and Customs (HMRC), the National Crime Agency (NCA) and others.    Collaboration is essential to the mission of the ECU, RED and NIEA. The post holder will support the head of Unit with ongoing collaboration with colleagues in partner agencies to share intelligence and facilitate cross-sector working practices. |

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| The main duties and responsibilities of the postholder will include:   1. Assist Head of Unit with production and recording of sensitive information to/from external organisations including the Organised Crime Task Force, DVA and HMRC including careful sanitisation for further dissemination both internal and external. 2. Oversee research and development of information/intelligence to support ECU/NIEA investigations. 3. Assist investigators when seeking to use sensitive and intrusive powers on behalf of NIEA including seeking/serving warrants, Automated Number Plate Recognition and other powers. This will include making applications to PSNI for such information in line with the current Information Sharing Agreement. 4. Support head of Unit to maximise the development, efficiency, and delivery of an effective intelligence service across NIEA. 5. When required assist Head of Unit to give presentations to other agencies on role and function of Intelligence Unit/ECU. 6. Direct Crime Analyst in the development of intelligence products, and other core intelligence functions to assist decision making by investigators. 7. Work closely with investigators, to develop information into actional intelligence in line with National Intelligence Models (NIM) ‘Intelligence Cycle’. 8. Stay up to date with new approaches to intelligence/evidence-based investigations and apply this to the role. 9. In the absence of the Unit Head, attend meetings with other law enforcement agencies e.g. PSNI/HMRC/NCA and when required Cross Border and GB Environment agencies. 10. Assist ECU’s strategies and functions, financial investigations, exchange intelligence and carry out research and development of intelligence in accordance with NIM processes. 11. Ensure the Agency is always represented in a professional manner. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Key skills required**   * Lead and show the ability to maintain the highest levels of integrity, discretion and confidentiality * Ability to quality assure intelligence products and negotiate with and influence senior managers (Grade 5/6) based on data and analytical outcomes. * Able to engage a variety of audiences through a range of media to inform and/or persuade. * Able to undertake resource planning to deliver effective outcomes and ensure operational effectiveness within the resources allocated. * Able to seek out and identify a range of information to identify patterns, trends and options, to solve multifaceted and complex problems. * Able to lead, develop and motivate a team and create strong engagement of individuals with their personal and team objectives and ensure enforcement is effective in line with the Agency’s Enforcement policy and strategic priorities. * Skilled in identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved. * Able to develop trusting relationships with a variety of stakeholders to collaborate and ensure that their needs and concerns are fully understood and responded to in an appropriate way. * Understanding the organisational context, and how work fits with the priorities of the Environmental Crime Unit and that of the Department. * Developing quality corporate services to meet departmental needs. * Ability to lead, develop, motivate and manage staff. * Experience of building positive working relationships with a wide range of stakeholders, both internally and externally. * Working positively with colleagues, and partners to generate commitment to deliver results. * Excellent communication skills, verbal and written, and have experience of preparing briefing and advice and delivering presentations both internally and externally. * Sound understanding of financial planning, monitoring, and delivering value for money services. * Ability to meet deadlines. * Lead on co-ordinated approach identifying common values, goals and language for Tasking & Co-ordination Group * A working knowledge of the National Intelligence Model (NIM)   In addition, knowledge and experience of legislation would be desirable. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Environmental Crime Unit (ECU) |

Who will be the individual’s line manager and/or reporting officer?

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| Head of Environmental Crime Unit (ECU) |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| NIEA will benefit from the skills and experience already gained by the individual and through the transfer of valuable insight of how other organisations conduct similar work.  The successful candidate will gain valuable experience in a key leadership post, insight and experience into the complexities around evaluating, prioritising, and progressing incidents alleging environmental crime to successful conclusion. There will also be opportunities for the post holder to develop relationships with key stakeholders and partners such as the Organised Crime Task Force, PSNI, HMRC, NCA, District Councils and colleagues within NIEA.  The Parent Organisation will benefit from the enrichment of their employee’s skills and experience within the fast paced and ever-changing arena of environmental crime. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: April / May 2024  **Duration**: This secondment opportunity will last for two years initially with the ability to extend for an additional year should both organisations (parent and host agree).  **Location**: 17 Antrim Road, Lisburn, BT28 3A  **Funding**: NIEA will meet salary and associated costs. The salary scale is: £40,300 – 43,191 per annum  **Further information**: For further information about this role, please contact Gillian Shackleford by email at: [Gillian.shackleford@daera-ni.gov.uk](mailto:Gillian.shackleford@daera-ni.gov.uk)  **Closing Date:** Applications\* must be submitted by **5.00pm on Friday 23rd February 2024** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*NICS staff are not eligible to apply for this opportunity |

**7. Endorsement**

**Interchange Manager**

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| **Gillian Shackleford** |

**Signed:**

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| **06/02/24** |

**Date:**