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# Intelligence Development Officer

Food Standards Agency

**Apply before 11:55 pm on Sunday 19th January 2025**



### Reference number

384900

### Salary

£33,481

£33,481 (National) £35,687 (London)

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Higher Executive Officer

**Contract type**

Permanent

**Business area**

FSA - Operations - NFCU

**Type of role**

Intelligence  
Operational Delivery  
Policing

**Working pattern**

Full-time, Homeworking, Job share

**Number of jobs available**

1

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## Location

We offer great flexible working opportunities.

Please be aware that this role can only be worked within the UK and not

overseas.

Travel within the UK will be required on an occasional basis, possibly with overnight stays. You will need to live within a distance of 60 miles or 90 minutes by road (one way) commuting of our London Office.

## About the job

### Job summary

The FSA is a non-ministerial department of over 1600 people. We play a critical role in protecting public health and consumers' wider interests in food across England, Wales and Northern Ireland. Our vision is an important one - to drive change, delivering food you can trust and working towards a healthier and more sustainable food system.

An exciting opportunity has arisen to join us as an Intelligence Development Officer to support our efforts to identify, disrupt and deter criminality by working to develop intelligence received by the NFCU so that we can better act on it, and keep food safe. Gathering intelligence and co-ordinating its development in order to identify criminal offences in the food sector, you will help the organisation take action against those who seek to exploit the nation's food and put consumers at risk. As your work will be used as evidence in criminal prosecutions, you'll play a key role in our efforts to stop food crimes and bring perpetrators to justice.

### Job description

Your expertise will be crucial in supporting our team, leveraging your background in investigation or intelligence development to assist colleagues and stakeholders within the FSA. With a sharp eye for detail and the ability to juggle multiple priorities, you'll ensure the smooth and effective achievement of our goals.

As a representative of the NFCU, which plays a unique and essential role within the FSA, you will engage persuasively with both internal and external partners to ensure our objectives are delivered. Your strong communication skills will help others access the information they need to combat food crimes in any setting.

If you are adept at working in team environments and can deliver a quality service at pace to ensure that we can better protect food in the UK, apply today for this vital and exciting role at the FSA.

### **Working pattern guidance**

If applying as a job share partnership, you should both complete separate application forms on Civil Service Jobs but should make it clear that you are applying as job sharers. Further details on job sharing can be found here [JSF What is the recruitment process for job sharers? , Civil Service Careers \(civil-service-careers.gov.uk\)](https://civil-service-careers.gov.uk/what-is-the-recruitment-process-for-job-sharers/)

### **Please read before applying**

As this is an investigatory / intelligence role we need to be aware if any of our employees have any of the following: any misconduct or gross misconduct findings or where proceedings are not complete. You will be asked to complete a declaration form covering the above if offered a role with the FSA.

You must declare to the best of your knowledge:

Any disciplinary finding of guilt / failure to meet the appropriate standard of conduct relating to your employment you have ever had

Any charge of a disciplinary offence / notification of a failure to meet the appropriate standards you have ever had where the case has not yet been concluded

The disclosure of this information will not automatically disbar you from this role but we need to be aware of any event or issue which could impinge on your credibility if questioned in court.

Due to the requirements of the role, you will need to live within a distance of 60 miles or 90 minutes by road (one way) commuting of our London Office.

### **Person specification**

Please read the attached Candidate Pack to discover further details about the role, our organisation, who we are looking for and the criteria we will assess against during the selection process.

We look forward to receiving your application and wish you every success.

## **Licences**

Full Driving Licence (Manual or Automatic) for category B vehicles.

## **Behaviours**

We'll assess you against these behaviours during the selection process:

Seeing the Big Picture

Making Effective Decisions

Communicating and Influencing

Delivering at Pace

## **Technical skills**

We'll assess you against these technical skills during the selection process:

Good knowledge of key legislation governing intelligence and evidence collection including CPIA 1996, PACE 1984, RIPA 2000, DPA 2018 and the Investigatory Powers Act 2016.

## **Benefits**

Alongside your salary of £33,481, Food Standards Agency contributes £9,699 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Our candidate pack details the benefits that the FSA has to offer. Please also refer to the attached Terms and Conditions statement.

## **Things you need to know**

### **Selection process details**

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Experience and Technical skills.

Full details of the selection process are detailed in the attached candidate pack.

## **Application and shortlisting**

You will be asked to provide personal details (not seen by the Panel) and to confirm your eligibility to apply for the role.

**Technical (Licence):** You will be asked a question to confirm that you meet the Technical (Licence) requirements of the role.

### **Full Driving Licence (Manual or Automatic) for category B vehicles.**

If you cannot answer yes to this question you will not be able to proceed further with your application.

You will then be asked to complete an application which will be used to assess you against the following essential and desirable criteria. (Desirable criteria will only be assessed in the event of a tie between candidates).

## **Essential criteria**

### **Experience**

**Lead criteria: Experience of working in investigation or intelligence development within a criminal, civil, regulatory or food environment.**

Proven experience of managing complex workloads, prioritising tasks, and working to deadlines.

Experience of drafting and writing documents, and articulating and presenting findings verbally, to a wide range of audiences, including senior, internal and external partners.

Experience of using the internet and relevant databases to research nominals, organisations, and allegations of crime.

### **Technical**

Good knowledge of key legislation governing intelligence and evidence collection including CPIA 1996, PACE 1984, RIPA 2000, DPA 2018 and the Investigatory Powers Act 2016.

## **Desirable criteria**

### **Experience**

Experience of multi-agency engagement and relationship building across law enforcement, local or national government, industry or non-governmental bodies.

Previous experience of gathering intelligence and evidence through covert collection tactics.

**Lead Criteria** An initial sift will take place on the Lead Criteria.

In the event that we receive a large number of applications, the minimum pass mark for the Lead Criteria may be raised at shortlisting stage.

Candidates who apply under the DCS, GPTW or RIS schemes and meet the minimum requirements will be unaffected by the pass mark raise.

### **Interview**

If successful at shortlisting stage, you will be invited to a final **interview** in which we will assess you against the following Experience requirements of the role and Civil Service Behaviours.

### **Behaviours**

Seeing the Big Picture

Making Effective Decisions

Communicating and Influencing

Delivering at Pace

Full details of the positive indicators being assessed for each Behaviour can be found in the Candidate Pack.

### **Experience**

Experience of working in investigation or intelligence development within a criminal, civil, regulatory or food environment.

### **Use of Artificial Intelligence (AI)**

You must ensure that any evidence submitted as part of your application or used during interview, including your CV and any statements or examples, are truthful and factually accurate. Please note that plagiarism can include presenting the ideas and experiences of others, or generated by artificial intelligence, as your own.

## **Expected Timeline**

Advert closes: 19 January 2025

Sift: Expected to take place during week commencing 20 January 2025

Final panel interview: Expected to take place during week commencing 3 February 2025

Interviews will be held remotely via MS Teams. (If you do not have the Microsoft Teams application installed on your computer, you can join on the web without installing the application).

**Please note that indicated dates may be subject to change.**

## **Security Vetting Requirements**

Appointment will be subject to the candidate having, or being able to achieve, the following.

### **United Kingdom Security Vetting (UKSV) at Security Check (SC) level**

All security clearances require you to provide evidence of your UK footprint where you have been physically present in the UK.

The requirement for SC clearance is to have been present in the UK for at least 3 of the last 5 years **(although there are some exceptions e.g. if you have been serving abroad with HM Armed Forces)**.

Failure to meet the residency requirements will result in your security clearance application being rejected.



Checks will be made against:

- a departmental/company records check which will include, for example personal files, staff reports, sick leave returns and security records

- a check of both spent and unspent criminal records

- a check of credit and financial history with a credit reference agency

- a check of Security Service (MI5) records

exceptionally, if there are any unresolved security concerns about the individual, or if recommended by the Security Service, the individual may also be interviewed

in the event of any unresolved financial concerns, the individual may also be required to complete a separate financial questionnaire so that a full review of personal finances can be carried out

checks may extend to third parties included on the security questionnaire.

### **Non-Police Personnel Vetting (NPPV) at level 3**

About the Police National Vetting Service

### **Childcare Vouchers**

Any move to the Food Standards Agency from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare.

Determine your eligibility at <https://www.childcarechoices.gov.uk>

### **Reserve List**

A reserve list will be held for a period of up to 12 months from which further appointment may be made.

Candidates that do not pass the interview but have demonstrated an acceptable standard may be considered for similar roles at a lower grade.

### **Visa Sponsorship**

Please note that the FSA does **not** hold a licence to sponsor any visa applications and we are unable to provide any advice about visas.

Feedback will only be provided if you attend an interview or assessment.

## **Security**

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

## **Nationality requirements**

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

## **Working for the Civil Service**

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

## **Diversity and Inclusion**

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

## **Apply and further information**

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

## **Contact point for applicants**

Job contact :

Name : Richard Hodges

Email : richard.hodges@food.gov.uk

Recruitment team

Email : [hr.recruitment.campaigns@food.gov.uk](mailto:hr.recruitment.campaigns@food.gov.uk)

### **Further information**

If you wish to raise a complaint then please email  
[hr.recruitment.campaigns@food.gov.uk](mailto:hr.recruitment.campaigns@food.gov.uk) in the first instance.

