

## British Horseracing Authority

### Job Description

<b>Job Title:</b>	Intelligence Assistant (Maternity Cover) – AT3
<b>Contract Length:</b>	12 Months
<b>Department:</b>	Integrity
<b>Reports To:</b>	Intelligence Manager
<b>Number of Direct Reports:</b>	None
<b>Last Reviewed:</b>	September 2024

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#### **Role Purpose:**

To provide administrative support to the Intelligence Manager as directed.

To support the work of the Intelligence Manager including logging and linking intelligence, analysis and research.

#### **Responsibilities:**

- Provide a primary point of contact for the Intelligence & Development team; responding to calls from colleagues, participants, stakeholders and members of the public. Monitoring emails received via intel@ and processing RaceWISE submissions.
- Conducting integrity checks as directed/required by the Intelligence Manager.
- Assist the Intelligence Manager in maintaining the chosen intelligence and case management system.
- Assist in creating, linking, approving intelligence & investigation reports as directed.
- Provide intelligence support to other members of the Integrity & Regulation Dept. as required.
- Assist the Intelligence Manager to maintain links with Racecourses in respect of up-to-date contact lists, CCTV systems/passcodes and signage.
- To assist the Intelligence Manager in the production of intelligence briefings (for internal & external use), information requests and intelligence disseminations.
- To provide administrative support to the Intelligence Manager in respect of the Weekly Intelligence Meeting.
- Assist the Intelligence Manager in collating Strategic and Tactical intelligence in support of the relevant Assessments, Control Strategy and Threat Assessment.

## **Person Specification**

### **Qualifications/Experience/Skills**

- Proven ability of effective time and workload management.
- Organised with an attention to accuracy and detail.
- Computer literacy and competency.
- Experience of communicating with people and organisations, both internal and external.
- Previous experience of working with sensitive information/data.
- An interest in, and enthusiasm for, Integrity related work.
- Analytical skills are desirable.
- Knowledge of betting and betting products desirable.
- Experience and knowledge of horseracing desirable.