**Intelligence (Intel)** Manager**

**Role Description**

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| **PRIMARY OBJECTIVE** | The intelligence function coordinates and disseminates information received in an emergency in order to keep appropriate people well informed. |
| **Reports to** | EOC Coordinator (or EOC Ops in their absence) |
| **RELATIONSHIPS** | **Internal**   * EOC Coordinator * Sector Coordinators * Ops and Log managers   **External**   * CDHB EOC and Hospital Services * CDEM * Community & Public Health * General practice, community pharmacy, district nursing and other allied health professionals |
| **KEY TASKS** | **Tasks before Activation**   * Identify the information requirements of all likely agencies in the format it should be presented in. * Identify the agencies, organisations and individuals who will be wanting information from the EOC * Identify and practice effective systems for the collection, storage, analysis and distribution of appropriately processed information (‘intelligence’) to those requiring it. * Actively monitor sources of information relating to any emerging threats and disseminating it as appropriate. * Prepare to give intelligence briefings to the CPRG planning group and attend meetings or groups when requested. * Create and develop and provide leadership to the intelligence function within the EOC.   **Tasks upon Activation**   * Confirm an information collection plan specific to this emergency, including methods, sources, timings/frequency, etc. The key areas of interest relate to: * Current and likely changes to health status of affected communities. * Threats to community health, especially where there are implications for primary care services. * Novel community health needs created by the event (eg Welfare Centres). * Limitations, or possible limitations, to health care services (especially hospital and ambulance capacity) which could impact on primary care. * Current status and capacity of general practice and pharmacy in affected areas. * Trends and intentions in terms of primary care capabilities. * Actions by NGOs, Community providers and volunteers relating to health. * Health support to any rescue activities/services. * Health related information being reported in the media. * Evaluate/interpret the collected information. * Compile and produce reports as required and to agreed schedule, including SitReps and other ad hoc reports. Indicate personnel, logistic and facility operational status. * Analyse general practice and pharmacy functional statuses and health conditions of the population as reported by the primary care providers. * Disseminate relevant intelligence information as appropriate to the intelligence functions, at: * CDHB * Community and Public Health (C&PH) * Secondary Care (ie hospital services) * Civil Defence and Emergency Management (CDEM). |
| **PERSON SPECIFICATION** | * High level of inter-personal communications * Strong analytical skills, including data collection and identifying trends * Strong attention to detail with high level of accuracy * Competent in Microsoft Word, Excel, Access or other appropriate software * High level of relationship building, networking * Ability to self-manage; proactive and responsive |
| **DESIRED EXPERIENCE** | * Experience in health sector a plus * Analyst experience * Experience in emergency planning and response a plus |