**Intelligence (Intel)** Manager**

**Role Description**

|  |  |
| --- | --- |
| **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
 |