**ROLE PROFILE**

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| **Role Title:** | | Major Investigation Room Reader Receiver | **Leadership level:** |  |
| **JRN:** | | 20603 | **Job family:** |  |
| **Band:** | | 7 | **Location:** | Location Based |
| **Allowances:** | | As per contract | **Politically restricted:** | No |
| **Department:** | | Crime | **Vetting level:** | MV |
| **Reporting to:** | | MIR Manager | **Date published:** | September 2022 |
| **Posts responsible for:** | | Allocated staff | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| Receive, read, analyse and quality check all material entering and being managed by the Major Incident Room to contribute to timely, efficient, effective and successful investigations. Collaborate with the wider MIR team to meet agreed objectives, sharing information and critically analysing documents and other material. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Receive and read all documentation and material entering a Major Investigation Room (MIR), critically analysing documents for security levels and Government Protective Marking Scheme. Identify all investigative opportunities to progress main lines of enquiry during investigations. | | | |
| **2** | Assess all documentation and material received for security issues, indicating the marking required under the Government Protective Marking Scheme, forwarding all documents received for registration on the HOLMES system, in order to allow the Major Investigation Room HOLMES staff to progress enquiries. | | | |
| **3** | Perform required indexing activities, following the correct process for cross referencing in accordance with the Major Investigation Standardised Administrative Procedures, enabling the efficient retrieval of documentation and information. | | | |
| **4** | Perform all reading and receiving responsibilities in line with agreed quality assurance frameworks and in line with force procedure, national frameworks and legislation. | | | |
| **5** | Facilitate the timely and efficient delivery of investigations by prioritising documentation, materials and workload appropriately depending on the operational requirements of the MIR. Communicating efficiently and escalating to the MIR Manager and Senior Investigating Officer (SIO) where appropriate and where critical developments are identified, contributing to progressing investigations and in line with the main lines of enquiry. | | | |
| **6** | Adhering to SIO guidance, assess actions to eliminate persons and utilise the correct process to record and inform management appropriately of any required actions to allow for enquiries to be focussed suitably without eliminating persons improperly | | | |
| **7** | Engage with the wider MIR team to maintain an in-depth understanding of ongoing investigations and priorities, as directed by MIR management and the SIO. Attend all required briefings and where required, perform briefings to assist in achieving successful outcomes. Maintain close liaison with the D/Sgt (OIC) for allocated investigations in order to effectively manage investigation. | | | |
| **8** | Assist with areas of HOLMES related interdependent activities within the MIR including list management, file preparation and disclosure which enables the efficient and effective integration of activities and roles across the MIR. | | | |
| **9** | Undertake training as Casualty Bureau Supervisor to support CB Managers in force, and specifically to be utilised to provide mutual aid for CB. Assist with MIPP Tile activations and Child Rescue Alerts and supervise the processing of high volume messages from media campaigns | | | |
| **10** | Attend and represent Northumbria Police at regional and national HOLMES User Group Meetings, training sessions and workshops. Provide updates and discuss the HOLMES system and MIR procedures. Keep up to date with system updates and regularly update knowledge of HOLMES issues by utilising resource’s such as Knowledge Hub. | | | |
| **11** | Plan and manage both individual and team development through regular supervision and performance monitoring, identify skills and knowledge gaps at both individual and team level and liaising with other MIR Reader Receivers as necessary to identify the most effective ways to meet any training and development needs. | | | |
| **12** | Manage workload of team of staff, allocate work appropriately within the team and to identify and mitigate risks to delivery. Provide leadership and direction to staff, providing mentoring/coaching, empowerment, guidance and support in order to maximise their development, efficiency, and morale. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:** DCI Homicide (SIO), DI Homicide (Dep SIO), Detective Sergeants (OIC)  **External:** Regional and National MIR resources | | | | |

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| **Part C – Competencies and Values** |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months** | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience |  | Experience of the investigative process or conducting investigations. PIP 2 desirable but not mandatory | Application/interview/  CPD |
| Qualifications, knowledge and experience |  | Experience of Major Incident Room procedures and roles.  Experience of working in a supervisory capacity or applicable supervisory training  Working knowledge of relevant disclosure legislation and guidance | Application/interview/  CPD |
| Problem solving and initiative | Able to review own performance objectively and to develop and follow an appropriate improvement plan.  Identify problems within documents and processes and be able to implement and manage solutions to rectify problems. |  | Application/interview/  CPD |
| Management and teamwork | Able to develop and motivate a team and create strong engagement of individuals with their personal and team objectives and with Force values, behaviours and strategic priorities | Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required | Application/interview/  CPD |
| Communicating and influencing | Good communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people / audiences.  Able to proactively develop effective working relationships with colleagues, partners and other stakeholders |  | Application/interview/  CPD |
| Other skills and behaviours | Able to work in a highly pressured environment and deal with sensitive and distressing information. | Skilled in the use of specialist IT packages, systems and/or databases to fulfil role requirements. | Application/interview/  CPD |