

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Victim Identification Officer	<b>Leadership level:</b>	<i>To be determined at later phase</i>
<b>Post reference:</b>	20356	<b>Job family:</b>	<i>To be determined at later phase</i>
<b>Grade:</b>	E - G	<b>Location:</b>	
<b>Allowances:</b>	N/A	<b>Politically restricted post:</b>	No
<b>Area command / Department:</b>	Crime	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	D/Sgt POLIT	<b>Date accepted as a role profile:</b>	
<b>Posts responsible for:</b>	None		

## Job Description

### Overall purpose of the role:

To provide specialist support to investigations through the examination of digital media for the purpose of identifying victims, offenders and locations in order to maximise safeguarding of victims and bring offenders to justice.

### Key responsibilities of the role:

<b>1</b>	To act as the Victim Identification SPOC for Northumbria in relation to the use of CAID and coordinate all referrals and communications into the National Crime Agency Victim Identification Team in support of the National Victim Identification strategy.
<b>2</b>	To conduct digital investigations in accordance with the NPCC Good Practice Guide for Digital Evidence and associated best practice using open source techniques, victim ID networks, communications applications and various available software packages including Camera Forensics and Facial Matching to identify victims and offenders.
<b>3</b>	Where potential victims and offenders are identified make a risk assessment, initiate investigation, safeguarding and prosecution processes as appropriate; to prevent further abuse.
<b>4</b>	To support and provide specialist investigative advice to POLIT officers and officers force wide to assist their victim identification strategies that inform suspect and victim based interventions
<b>5</b>	To develop, maintain and utilise Victim Identification Networks locally, nationally and internationally to safeguard those at risk of abuse and share intelligence and evidence using I24/7 and Sienna.
<b>6</b>	To complete comprehensive intelligence bulletins, investigation reports, statements and attend court to give evidence.
<b>7</b>	To maintain knowledge of national guidance in Grading Indecent Images of Children to train and support the grading of images by investigators within Northumbria Police ensuring compliance with the national guidance and providing quality assurance prior to images being uploaded to CAID
<b>8</b>	To deliver presentations and advice to partner agencies including schools to promote education and prevention of online sexual exploitation.
<b>9</b>	To develop and maintain technical knowledge to meet digital investigative needs including the production of sanitised images, encrypted images and Griffeye cases in the correct format to be uploaded to CAID ensuring that all

# Role Profile and Person Specification

	images uploaded to CAID meet the national guidance and that victims/suspects are properly identified, referenced and the appropriate referral completed.
<b>10</b>	To act as an 'expert witness' in the CAID system and grading of IIOC and present evidence to the Crown Prosecution Service (CPS), Courts or other specialist hearings and to participate in the National CAID user group and support the development of Victim Identification and CAID.
<b>11</b>	To investigate safeguarding reports from NCA-CEOP using digital investigation techniques including communications data resolution and conduct safeguarding visits to children identified at risk of sexual harm, providing protect and prevent advice as appropriate.
<b>12</b>	To attend National training courses, forums and visits to other forces/agencies to meet both mandatory requirements and to keep abreast of new ways of working and advances in technology, to review and advise on processes within Northumbria Police.
<b>Scope of contacts</b>	
<b>Internal / External relationships:</b>	
<p><b>Internal:</b>  Paedophile Online Investigation Team – Intelligence/Detectives/Triage and Supervision  All operational Investigative Officers (SIU, Safeguarding, NERSOU, HMET)  Detective Insp Cyber  Schools Liaison - Safeguarding</p> <p><b>External:</b>  National Crime Agency  International Law Enforcement including Interpol/ Homeoffice  Internet Watch Foundation  Victim ID network (UK) all forces  Schools  Children Services</p>	

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<ul style="list-style-type: none"> <li>-Have Experience of conducting serious or complex investigations.</li> <li>- knowledge of safeguarding issues, with the ability to work with other agencies and internal departments.</li> <li>- Achieved PIP level 2 Accreditation (or willingness to work towards)</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of investigating/ managing sex offenders or working in a related field.</li> </ul>	Application

# Role Profile and Person Specification

Planning and organising	Able to appropriately prioritise and plan own work.		interview
Problem solving and initiative	<p>Able to break down complex problems into component parts and determine appropriate action in investigations.</p> <p>Maintain a working knowledge of how other agencies, such as the National Crime Agency (NCA) and Child Exploitation and Online Protection Centre (CEOP), can assist in investigating child abuse cases.</p> <p>Develop a working knowledge of multi-agency responsibilities</p>		<p>interview</p> <p>CPD</p>
Management and teamwork	<p>Ability to work within a small team that must work cohesively with numerous other departments and agencies.</p> <p>Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</p>		interview
Communicating and influencing	<p>Ability to communicate difficult and sensitive issues to a wide range of audiences.</p> <p>Able to produce clear and concise reports and other documents within best practice procedures.</p> <p>Ensure that regular conversations with line manager take place regarding the emotional and</p>		<p>Interview</p> <p>CPD</p>

## Role Profile and Person Specification

	psychological welfare of the officer.		
Other skills and behaviours	<p>Keep up-to-date with all technological advances that might facilitate offenders in committing crimes against children.</p> <p>good computer literacy skills and capability with technology.</p> <p>Resilience and healthy coping mechanisms for dealing with exposure to distressing imagery</p>		<p>CPD</p> <p>Application</p>