**ROLE PROFILE**

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| **Role Title:** | | Neighbourhood CID Support SSA | **Leadership level:** |  |
| **Grade:** | | B | **Location:** | Allocated AC |
| **Area command / Department:** | | Business Support | **Vetting level:** | Recruitment |
| **Reporting to:** | | Team Leader | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | | None | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| Responsible for the local management of all evidential crime and incident related documents within a given Area Command. This includes retrieval of documents for future use whenever required, including supporting evidence of bad character. Management of crime queues in relation to uncrimed disposals and positive outcomes for use by the Area Command Senior Management Team in management performance meetings. To produce supporting evidence for court warrants requiring execution and compilation of data presentation material for use by the Senior Management Teams. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Crime and FWIN Ancillary Documents  Filing in accordance with Management of Police Information guidelines incorporating research, documenting, retrieving, scanning and making available for future use should the need arise. Local document management to ensure weeding and destruction procedures and adhered too. Quality assurance of submitted files to ascertain crime numbers/fwins are correct and to amend wherever required. | | | |
| **2** | Archiving Documents  Preparing and administration of documents for internal and external storage by relevant parties in accordance with MOPI regulations and storage dates and to ensure GDPR principles are adhered to. | | | |
| **3** | Management of personal and departmental mailboxes and incoming post, ensuring its allocation and dissemination to correct departments/individuals to ensure deadlines and requests for advice are met in a timely manner. | | | |
| **4** | Daily checks on warrants via mailboxes and NPIICS for allocation to various teams. Undertake quality checks to ensure correct personal information is held on the system. | | | |
| **5** | Provide statistical information using various office software packages and producing wanted information for media releases by Media department using NPICCs and other force databases. | | | |
| **6** | Daily management of crime queues, liaising with officer in charge to updated crimes. Create crimes which have been initially created on incorrect locations. | | | |
| **7** | Allocate all AC forensic identifications (DNA & Fingerprints) to officers in charge or teams identified following liaison with the Detective Inspector. Monitor progress and report weekly to SMT.  Liaise with various departments wherever necessary regarding evidential statements for inclusion in court files and queries.  Provide statistical reports for SMT. | | | |
| **8** | Perform daily checks of all crimes to check that VNA screens are completed. Inform supervisors/officers in charge if not completed.  Provide weekly stats to SMT.  Perform daily checks of all VA records to ensure appropriate screens have been completed by OIC’s, inform OIC and supervisors if not done.  Provide weekly stats to SMT.  File missing from home reports  Request to cancel crimes created on wrong addresses. | | | |
| **9** | There may be a requirement to undertake other responsibilities as are reasonably commensurate with the grade of the post. With specific reference to key responsibilities seven and eight, it is acknowledged that there are some variations in the roles, which are driven by the particular performance requirements of an SMT. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal: Operational officers, Various departments** | | | | |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | A good knowledge of police systems (NPICCS, Qlikview, Qliksense, Excel, PNC). | Knowledge of force structure with regards to policing and departmental make-up. | Application/interview/  CPD |
| Planning and organising | Prioritise tasks, adapt and change as required. |  | Application/interview/  CPD |
| Problem solving and initiative | Ability to interrogate crime recording systems . |  | Application/interview/  CPD |
| Management and teamwork | Need to be able to work with others as a team |  | Application/interview/  CPD |
| Communicating and influencing | Need good communication skills verbal/written in order to liaise with various internal customers about standard and forensic related enquires. |  | Application/interview/  CPD |
| Other skills and behaviours | Knowledge of Excel and Word. |  | Application/interview/  CPD |