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| **Police Staff** **PNC Support Services Administrator** **Information Management Unit** **Role Definition:PH027 / 20212** |

**ROLE DEFINITION**

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| Dept / Area Command: | Information Management Unit |  | Section: | DBS & PNC |
| Post Title: | PNC Support Services Administrator |  | Post Reference: | PH027 / 20212 |
| Post Grade: | Grade B |  | Location: | Bedlington |
| Car User Status: |  |  | Telephone Allowance: |  |
| Shift Allowance: |  |  | Standby Allowance: |  |
| Weekend Enhancement: |  |  | Contractual Overtime: |  |
| Line Manager: | PNC Bureau Team Leader | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | Update the Police National Computer (PNC) and other electronic systems, respond to enquiries and provide information to colleagues and partner agencies and administer processes for Fail to Appear, Community Penalty Breach and European Arrest Warrants. | | | |

**Key Responsibilities:-**

1. **Update the local and national systems timely, with accurate information, to ensure that systems hold reliable and complete records which support user requirements.**
2. **Access and use all systems appropriately, in compliance with legislation, Codes of Practice, Policy & Procedures.**
3. **Receive and action requests in compliance with relevant legislation, guidance, policy or procedure.**
4. **Review outstanding warrants by interrogating information sources to locate offenders.**
5. **Communicate effectively and timely with colleagues and partner agencies to resolve issues and to support effective operational policing and partnership working.**
6. **Provide services and advice in the capacity of Force DVLA Liaison.**
7. **Provide management and statistical information as requested to support decision making.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**