

NORTHUMBRIA POLICE

Role Definition



Dept / Area Command:	Safeguarding	Section:	MOSOVO
Post Title:	MOSOVO Investigative Support Officer	Post Reference:	OO036 / 20633
Post Grade:	Grade D	Location:	Middle Engine Lane
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement		Contractual Overtime:	
Line Manager:	MOSOVO Support and Coordination Manager		
Staff Responsibilities:	Not Applicable		
Purpose:	Provide full investigative support for MAPPA Functions including the arrangement of meetings and taking minutes, researching, producing and circulating information and preparing Police reports.		

Key Responsibilities :-

1. Provide support for the MAPPA meeting structure including the arrangement of meetings , minute taking and ensuring participants are prepared in advance of the meeting by reviewing, updating outcomes of the minutes so that an efficient and effective service is provided.
2. Undertake research and prepare information sharing documents with relevant police information for disclosure to partner agencies to support timely Safeguarding decision making and intervention.
3. Search, collate and evaluate information from a range of systems , databases in order to produce reports to support effective decision making at MAPPA panel meetings . Identifying and advising MOSOVO Manager/IST Sergeant of potential risks that are linked to an individual or posed by an individual for appropriate action to be taken .
4. Undertake administrative duties, maintain records/systems, compile statistical management information and participate in projects to contribute to , and improve, the efficiency and effectiveness of the service . Ensuring ViSOR data is recorded accurately and to the highest standard , including verifying, authorising and maintaining security access levels, in order to control editing and access rights .
5. Proactively respond to requests for information from both internal and external police sources, partner and third party agencies in order to support the protocols and procedures of the MAPPA process
6. Maintain all relevant databases to ensure up to date and accurate information is held on all MAPPA nominals within the Northumbria Police Area, producing statistical information in order to provide management and agencies with the relevant information to accurately monitor, analyse and benchmark performance .

7. Open and sort all correspondence and electronic mail , redirecting as appropriate, ensuring that all correspondence is dealt with promptly and efficiently .
8. Maintain up to date knowledge of MAPPA disciplines in order to ensure that information disclosed is dealt with in accordance with legislative requirements and force policy and protocols.

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