

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	ViSOR Officer	Current Grade:	A005
Department:	VISOR Unit	Area:	Crime Command
Reports To:	Stakeholder & Engagement Manager	No of Posts:	1
Level of vetting:	SC	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The primary function of this role is to support the day to day functions of the ViSOR Unit and Stakeholder Partnership Manager, with particular focus on Sexual Offences Scrutiny Panels, driving compliance with national VISOR requirements and project work within the department in support of the Force Strategic Objectives.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Between 2,000 – 2,500 sexual offences nationally with current increase projected to continue. Sexual Offences are classed as a high risk policing priority for BTP.

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Coordinate and organise business-related activities for the Sexual Offences Scrutiny Panel to ensure these are completed in a timely manner and that problems and issues are identified and resolved expeditiously. Responsible for selecting cases to be considered and ensuring that they are compliant with legal requirements.

Responsible for the communication and sharing of outcomes, identifying learning and best practice from Scrutiny Panels to the wider organisation and internal and external stakeholders and feeding into relevant decision making forums to support continuous improvement of service delivery.

Conduct research that supports the scrutiny panel as well as wider VISOR BAU and project work to provide business reports and make recommendations for change to inform senior managers in decision making.

Support the Stakeholder and Engagement Manager in carrying out project work and create learning tools and guidance to facilitate continuous improvement based on lessons learned. Working collaboratively with BTP's learning lead to ensure this learning is embedded into Force.

On behalf of the Stakeholder and Engagement Manager, coordinate and support internal and external Sexual Offence related events and workshops. Responsible for organisation and administration of meetings with internal and external participants, stakeholders and partner agencies.

Hold responsibility for day-to-day administration of the VISOR Unit and its functions, including the maintenance of the departmental intranet page to share and disseminate best practice and relevant legislation. Compile accurate operational, statistical, and management information and key performance indicators as appropriate.

Act as the Violent and Sex Offender Register (ViSOR) CPC (central point of contact) for the Force. Manage administration activity on the ViSOR system for the Force, ensuring timeliness records so they are updated as soon as reasonably practicable in line with Public Protection requirements. This will include the creation of user profiles and managing system access. Represent BTP at the regional ViSOR user groups meetings.

Identify potential opportunities for prohibitive court orders/interventions in conjunction with intervention officers.

Maintain, update and archive documents, files and folders to ensure ready access to comprehensive records in compliance with BTP procedures and Data Protection and Freedom of Information principles and provisions.

Ensure that processes are in place for the sharing of information with partner agencies and external stakeholders in line with legislative requirements and priorities (such as Op Notify) to identify potential risks of harm to the travelling public and undertake additional monitoring or other offender management interventions where necessary.

Deputise for the Stakeholder and Partnership Engagement Manager and VISOR Unit DI at relevant internal and external management meetings.

E. DECISION MAKING:

Make decisions

Review and redact material for presentation to Scrutiny Panel in compliance with statutory and legal requirements, BTP procedures and Data Protection standards.

Make decisions relating to panel process development and activities with the delegated authority of the Stakeholder and Partnership Manager.

Feeding learning back into the Force.

Day-to-day decision making with regards to problem-solving.

Significant say in decisions

Recommendations for decisions relating to implementing development projects and monitoring progress as agreed.

Advise on impact of decisions in relation to scrutiny panel stakeholders where operational and/or policy change may involve risk to the organisation's reputation.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

All levels of BTP personnel within the Crime and Public Protection Portfolio, Justice Department, Corporate Communications and Information Management.

External

Engage and build relationships with scrutiny panel members which will consist of external stakeholders and partner agencies.

Home Office Force's Public Protection Units/ViSOR CPCs.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Degree educated or equivalent experience within a criminal justice environment.

Experience:

Experience of working in a stakeholder facing role with a high public profile, including administrative experience, with a high level of organisational ability and attention to detail.

Excellent inter-personal skills in order to influence others and negotiate with staff at all levels.

Experience of project administration and supporting cross department projects.

Experience of conducting high quality research, data analysis and report writing/preparing high quality documentation.

Skills:

Self-motivated and ability to work alone on own initiative.

Strong communication and organisational skills whilst prioritizing work to achieve tight deadlines.

Ability to develop and maintain effective systems and processes to a high level of accuracy.

Ability to prepare and present to a variety of audiences.

High level of initiative to solve problems, using analytical process as appropriate to make recommendations.

Extensive working knowledge of Microsoft Office applications including; Project, Visio, Excel, Powerpoint and Word.

Ability to produce thorough, accurate and concise research reports and briefing papers to make recommendations to senior management.

Proven problem solving and creative thinking.

Knowledge:

Project Management and PRINCE2 principles

Data Protection and Freedom of Information legislation

Desired Criteria:

Qualifications and Training:

Project Management qualification (eg Prince 2)

ViSOR, PNC, PND

Experience:

Navigating and extracting information from police systems such as NICHE and Control Works.

Demonstrable experience of data and information management and redaction to meet legal requirements and experience of handling confidential information and exercising a high degree of discretion and initiative.

Experience of engaging and managing expectations of stakeholders on sensitive topics.

Skills:

Knowledge:

Overview of ViSOR systems and processes and requirements under the Sexual Offences Act 2003

Knowledge of BTP processes and systems, as well as best practice in the field of Public Protection

Awareness of relevant stakeholder landscape

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder is required to comply with any statutory and legal requirements as well as internal policies and procedures which include but are not limited to:

- Data Protection
- Freedom of Information
- Security of Information
- Government Protective Marking Scheme
- Standard Operating Procedures

I. AUTHORISATION DETAILS

Prepared By: Kate Forsyth

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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