

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:	Crime & SCRO Operative	Current Grade:	A005
Department:	National Justice Department	Division:	D
Reports To:	Crime & Business Support Manager	No of Posts:	4
Level of vetting:	BV	Post Number:	

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

Manage and supervise the Niche system (Scotland specific logs) to ensure that the force utilizes the system and complies with the legislative frameworks (DPA) and national policy including those of the Scottish Government.

The post holder is required to ensure that the JD is compliant in line with the governing rules for Crime Recording, MOPI, DPA, Force Policy and Force Systems. In order to comply with all, regular and detailed performance management is required.

Manage, the day to day workload of the Crime dept ensuring priorities are achieved and that work procedures are followed and applied to the agreed standards.

Responsible for the creation, maintenance and retrieval of computerised records and administration in respect of all matters relating to Criminal Records, as well as providing a comprehensive and efficient administrative function in the Crime & Justice Unit for the Scottish Area.

To manage the Area requirements in terms of various Victim and Witness Codes of Practice including the ScotVic and BTP Scotland area initiative.

To deal directly with victims by telephone and all other communications.

To refer victims and witnesses to VSS Scotland upon their, or investigation officers request.

To drive the service excellence performance in respect of victim management and aftercare for all BTP Scotland Crime.

REWARD

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

Financial – Direct or Non-Direct

Non-direct staff costs

Staff Responsibilities – Direct or Non-Direct

Nil

Any Other Statistical Data

In excess of 5, 000 crimes a year.

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

Management of workloads, performance management and compliance with regulations including Scottish Crime Recording and Counting Rules (SCRS), Home Office Counting Rules (HOCR) where applicable, Force Victim's Code of practice (VCoP) and legal obligations in terms of the Victim and Witnesses (Scotland) Act 2014.

Monitor, screen and review all logged crime reports and related procedures to ensure they are cleared ethically in accordance with HOCR and SCRS. Actively manage volume crime.

Maintain relevant recording databases, ensuring the input of information regarding actions taken is accurate and in adherence to relevant legislation and governing frameworks.

Manage the transfer of crimes from Home Office Forces to ensure smooth transactions and quick resolution of discrepancies.

Ensure that paper and electronic files are managed securely in line with the DPA, MOPI, and the Government Protective Marking Scheme.

Responsible for the preparation, process and input of all descriptive forms for the Scottish Area to maintain accurate criminal records on the CHS system.

Responsible for updating the Police National Computer for instances where data does not cross interface.

Ensure accuracy of fingerprint details, updating CHS/ New Scotland Yard with findings.

Ensure CHS, PNC and PINS computer systems are updated with all disposals for accurate record, issuing production advice where appropriate.

Process all internal/ external enquiries from national legal establishments; external agencies and rail companies, raising charges where appropriate.

Maintain tracking of case progress and other outstanding enquiries. Search court sheets, administer warrants, issue Notices of Intended Prosecution and provide support to the Scottish Area Case Management department.

Progression of criminal injuries forms.

To provide administrative support (answering phones and filing cases in a systematic fashion).

E. DECISION MAKING:

Make decisions

Interpreting crime reports to determine the most appropriate charge and allocating or advising line managers/investigating officers accordingly to a set framework and direction for investigation

Trouble shooter for day to day general enquiries received internally or externally in relation to any aspects of Crime Recording.

Negotiation with Home Office Forces regarding jurisdiction matters to ensure the correct force records the crime in line with legislation

Attend and represent BTP at SCRG meetings and ensure BTP current and compliant

Significant say in decisions

Clearance or closure of crime reports when no further investigation is considered possible or worthwhile.

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

Internal

All levels of BTP including but not limited to; NJD personnel, Force Control Room, BTP and Home Office Custody Sergeants. Senior Management and DIBs, Force Crime Registrar, CCTV Bureau and Crime Recording Centre.

External

Victim and Witnesses of Crime, Officers and Staff within other Forces, Law enforcement agencies, Rail Industry Managers and Staff, Victim Support Groups.

Disclosure Scotland, SPSA, Procurators Fiscal, Scottish Police Forces, Case Management Centre, Cardiff, Legal Establishments, Criminal Injuries Compensation Authority, Claims Assessors.

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

Essential Criteria:

Qualifications and Training:

Trained in Niche, PROSCOT, NSPIS, SCRO/ PNC interrogation level.

Experience:

Substantial work experience in a police based environment with transferable skills/knowledge

Minimum 2 years experience of working with the Niche system

Must have worked in a Criminal Justice Environment

Skills:

Experience in negotiating and influencing colleagues and management

Proven reasoning and decision making skills

Excellent communication skills both written and oral

Evidence of working within a performance driven organisation with knowledge of database management

Self-motivated with the ability to work on own initiative. With time management and organisational skills, including multi-tasking.

Knowledge:

Working knowledge of SCRS, NSIR, HOCRs.

Legislative frameworks: DPA, Computer Misuse Act, RTA, VCoP, Human Rights Act, Criminal Justice Act and other law statutes relating to PNC

Desired Criteria:

Qualifications and Training:

Suitable Law and Order

Trained in the use of the Scottish Criminal History and PNC systems including VODS and QUEST enquiries.

Experience:

Experience in managing small projects

Skills:

Able to analyse and interpret data and make decisions based on the findings

Excellent computer skills and proficient in database systems (i.e Excel)

Knowledge:

Knowledge and understanding of Criminal Justice System and criminal law procedures and practices.

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.*

May have to deal with confrontational situations with victims of crime when updating them as to the progress of the investigation or unsuccessful conclusion.

There is a reputation and financial risk to the organization if Niche data is inaccurate therefore performance management is of the utmost importance.

I. AUTHORISATION DETAILS

Prepared By: Lisa Mylett

Date: 29/09/2016

Division Commander

/FHQ HoD:

Date:

Evaluation Panel:

Date: