



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:

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|-------------------|---|----------------|--------------------|
| Job Title: | Crime Reduction Co-ordinator | Current Grade: | A005 |
| Department: | Crime Reduction | Division: | Force Headquarters |
| Reports To: | Principal Crime Prevention Design Advisor | No of Posts: | 1 |
| Level of vetting: | RV | Post Number: | TBC |

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

To provide an administrative and coordinated support function to the Crime Reduction department, Crime Prevention Design Advisors and the Crime Reduction Referral Teams.

To review Problem Solving Plans and coordinate updates in a timely fashion.

Coordinate the national activity associated with the accreditation schemes for stations and car parks.

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

Financial – Direct or Non-Direct

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Staff Responsibilities – Direct or Non-Direct

Maintain the PDR review record management and annual leave roster for the department.

Any Other Statistical Data

Appropriate level of vetting for the post will be required.

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

To coordinate and support activity associated with Problem Solving Plans on the ePSP system and ensure that processes are followed. Aim to raise standards in crime reduction problem solving and engagement activities by influencing others in respect of good practice.

To coordinate and support activity associated with the Secure Stations Accreditation Scheme. Be responsible for providing Secure Station statistical data to the crime reduction team and industry partners when required.

To coordinate and support activity associated with the Safer Parking Accreditation Scheme. Be responsible for providing Safer Parking statistical data to the crime reduction team and industry partners when required.

To support the functions of the Crime Reduction Referral Team by providing administrative support to the Crime Prevention Design Advisors.

Build positive working relationships with members of police staff and police officers from all levels within the organisation, industry partners, other police forces and external organisations.

Collate, record and review statistics and other management information as required in relation to crime reduction data.

Perform basic analysis of various crime reduction data and advise the line manager as required.

Work collaboratively with stakeholder colleagues as required and support the overall crime reduction process in order to achieve the required results.

Liaison with the Learning and Development Department to ensure training records for departmental staff are up to date.

To provide administrative support, including minutes for key meetings and conferences related to crime reduction and support customers by being a first point of contact for the department, acting as a first fix with the knowledge to refer to the correct point of contact.

Possess a creative way of thinking in order to produce imaginative responses to complex problems.

To undertake any additional duties commensurate with the grading and responsibilities of the role under direction of line management.

E. DECISION MAKING:

Make decisions

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Significant say in decisions

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

Internal

British Transport Police officers and staff at varying levels of rank and grade, consistent with the role of the Crime Reduction Coordinator.

External

Other police forces and agencies, Network Rail, train and freight operating companies, other rail industry stakeholders, local authorities, government agencies and bodies, industry professionals.

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

Essential Criteria:

Qualifications and Training:

Five GCSE's (or equivalent). A - C grade in Maths and English are essential.

A Levels (or equivalent)

Excel or similar database system qualification evidenced through work or academic experience.

Experience:

Experience of working in a fast paced departmental environment.

Experience in the evaluation, collation and basic analysis of information.

Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a generalist crime reduction service that meets customer needs.

Skills:

To prioritise workloads and meet deadlines whilst maintaining a high standard of work.

The ability to manage multiple work streams at the same time and prioritise key issues in relation to crime reduction.

The ability to plan and organise work to meet deadlines.

Possess a high level of IT skills including a good working knowledge of Word and Excel.

Excellent written and verbal communication skills and the ability to communicate effectively with people at all levels.

Possess a creative way of thinking in order to produce imaginative responses to complex problems. This needs to be referenced in accountabilities as well.

Effective team working and interpersonal skills.

Knowledge:

Knowledge of the ePSP, CRIME, NSPIS and FIS systems would be advantageous.

Desired Criteria:

Qualifications and Training:

Trained in the use of the ePSP, CRIME, NSPIS and FIS systems.

Experience:

Previous experience of working within a police environment.

Skills:

Excellent organisation skills and the ability to develop own administration processes.

Knowledge:

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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.*

A flexible approach to both working hours and different environments and locations is required. The post holder may be required to change hours at short notice and work occasional evenings. There may be a requirement to work at other locations within the force.

The post holder will be expected to develop and enhance the role to adopt best practice for the Force.

Post holders must ensure that a high quality service is delivered.

I. AUTHORISATION DETAILS

Prepared By: Inspector Gareth Ash

Date: 07/11/2014

FHQ HoD: Martin FRY D/C/S

Date: 10/11/14

Evaluation Panel:

Date:

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