

**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:	Body Worn Video (BWV) System Owner	Current Grade:	B002
	Force Headquarters Technology		
Department:	Department	Area:	
Reports To:	BWV Information Asset Owner (IAO)	No of Posts:	1
Level of vetting:	MV	Post Number:	HQ XXXX

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

The role of the BWV system owner is to support the BWV Information Asset Owner (IAO) and have overall responsibility for the management, access to and support of all BWV data (recorded visual and audio footage including the related metadata) held within the system, including Digital Evidence Management System (DEMS) application Evidence.com.

The System Owner must ensure:

- User requirements are met.
- Adequate training is given to all users to ensure system is used correctly, the information and equipment is kept secured at all times and any security issues are reported in a timely fashion.
- That the system supports the operations and goals of the business.
- Analysis of security requirements are carried out with respect to the information held by the system and operational requirements.
- Guidelines for allocation of access rights are developed.
- Technical security requirements are met and documented.
- They act as the BWV Single Point of Contact (SPOC) for the Professional Standards Department (PSD).
- They act as the SPOC for other related technology projects and development e.g. Mobile Data.

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

The Body Worn Video System represents a total investment of £2.31m over the life of the 5 year contract. The Systems Owner will be expected to manage the BWV budget under business as usual reporting exceptions and identifying potential variations and escalating where required to the IAO

**Staff Responsibilities – Non-Direct**

Divisional and Departmental SPOCs

**Any Other Statistical Data****REWARD**

Body Worn Video cameras are personal issue to all 2,800 operational uniform BTP Police Officers, up to the rank of Inspector and PCSOs and available to Special Constables. The Evidence Management System may be accessed over the internet by a further 500 BTP users (investigators) and from any force terminal.

The collection of large amounts of personal data, visual and audio footage and related metadata, that may be required in evidence, are subject of Management of Police Information (MOPI) Codes of Practice and the Data Protection Act (DPA). Thus the data presents risk in terms of compliance and consequent financial penalty for non-compliance and of reputation damage to the force.

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

The day-to-day functions of the post holder will be:

- Pro-actively manage and mitigate the risks to personal and business critical information held within BWV including Evidence.com and ensure regular reviews against Confidentiality, Integrity and Availability (CIA).
- Create and maintain and develop system Contingency Plans and testing.
- Manage the Contract with the supplier, in accordance with and as detailed within the Contract Management Plan including warranty compliance and service credit liabilities and reporting to the designated budget holder
- Incidents are appropriately managed and reported to the IAO, Information Security Team or PSD as appropriate.

Assure against the following and document how this will be achieved through relevant security operating procedures and effective audit;

- Inappropriate access/ disclosure
- Management of Police Information compliance
- Information sharing
- Information loss
- Information change
- Systems audit trail

Proactively oversee and develop system compliance with the DPA, MOPI Codes of Practice and the BTP BWV Policy and Standard Operating Procedures, Privacy Impact Assessment and Risk Management Accreditation Document Set

Whilst the BTP Freedom of Information (Fol) team and Information Complaints Unit have overall responsibility for the receipt of and response to Fol and Subject Access Requests, the BWV Systems Owner is required to provide and/ or co-ordinate specialist expertise in support of and in response to requests received from the Fol team.

Act as a BWV single point of contact (SPOC) for the Professional Standards Department, BTP Desktop support team, and IT Service Desk, Senior Divisional and Departmental leads. This will include identifying and actively participating in any future projects that will impact directly and indirectly on BWV.

**REWARD**

Manage the Service Level Agreement with the BWV supplier including their response performance against the key performance indicators.

Undertake the DEMS (Evidence.com) maintenance duties shown at **Appendix A**

Carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

**E. DECISION MAKING:**

**Make decisions**

To action, follow up or where appropriate escalate issues arising from meeting all the principle accountabilities.

**Significant say in decisions**

Influencing and informing changes and developments to the following;

- Body Worn Video Policy, BWV DEMS - Evidence.com, Standard Operating Procedures BWV Health and Safety Risk Assessments Privacy Impact Assessment and Risk Management Accreditation Document Set.
- Operational decisions in respect of immediate access to evidence required to support the investigative process.

By doing so ensuring the continued legal compliance and effectiveness of each in meeting the objectives of BWV.

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

Contact with all internal users, divisional BWV supervisors and senior BWV SPOCs.  
Working with the Learning and Development Department BWV training and other staff.

Within Technology Department

- IT Service Desk Staff
- IT Desktop Engineers
- IT Infrastructure Manager

Within Information Management

- Information Security
- Records Management
- Information Governance
- Information Sharing

**External**

Represent the Force at meetings with the supplier, with other Police users of the BWV at the National User group, in the Railway industry partners advising the latter on BWV issues as and when required.

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

- Hold a formal qualification in the management of operating systems.
- Successfully complete a System Owner Course, or equivalent.
- Microsoft Office training.

**Experience:**

- Will have at proven experience in system administration.
- Relevant experience in managing operationally focused IT security systems holding personal data.
- Be able to demonstrate an appreciation of the policing context within which operational technology systems are used.
- Contract management of suppliers.
- Budget management.
- Understanding of access control management.
- Software change management
- Identifying risks to information assets
- Review, audit and monitoring of systems and processes

**Skills:**

- Proficient in the use of Microsoft Word and Excel.
- Be able to demonstrate problem solving skills.
- Complex report writing.
- Chairing of performance meetings.

**Knowledge:**

- Data Protection Act Principles.
- MoPI Codes of Practice
- Information Surveillance Commissioners Officer Code of Practice

**Desirable Criteria:**

- IT Technical background

**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.*

## **Appendix A**

Undertake the following system maintenance duties;

- Review of Evidence.com software release notes in consultation with manufacturer and BTP IT Department.
- Working with Technology Department, undertake testing of new Evidence.com software releases and authorise its suitability and readiness for distribution across the force network.
- Provide regular updates to all users regarding development of the system.
- Work with other application managers to ensure system integrity and integration. Work with the Performance Monitoring Unit to ensure that the data provides the necessary management information for both internal and external consumption.
- Prepare and maintain application protocols and documentation as required by the Application Manager.
- Configure account settings e.g. MoPI and roles setting
- Configure profile information.
- Configure video settings.
- Configure categories and retention.
- Configure password settings.
- Setup of groups and external sharing.
- Configuration of the active directory.
- Audit of logs and creation of reports.
- Quality control of footage and compliance.
- Setting up and removing user access.
- Management of evidential footage (including recovery of deleted data).
- Managing replacement of faulty hardware and management of assets on the tracking system.
- Liaison with supplier for replacement hardware.
- Liaison with supplier and training department on development, training planning and responding to service outages and system upgrades.
- Create and maintain docking stations, users and groups.
- Maintain and create equipment records including tracking of assets.
- Provide a Helpdesk referral function to all system users.
- Assist users in problem solving and training matters.
- Monitor DVD burning software performance and make recommendations when required to ensure the required level of service for users.
- Continual development of BWV systems to enhance the operational capability e.g. interoperability with other forces.
- Force representative at the National BWV user group, London CPS Working Group and/ or any industry developments for BWV e.g. Network Rail, Transport for London and train Operating Companies and other industry partners.
- Body Worn Video has a Frequently Asked Questions page on the BTP Web site which is maintained and updated by the BWV System Owners.

**I. AUTHORISATION DETAILS**

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Manager)

Date: 05/05/2016

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: