

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:	Oyster Card Researcher	Current Grade:	A05
Department:	TfL pan-London (overseen by Supt)	Area:	B DIV
Reports To:	Performance Analyst Manager DIB	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 Researcher will interrogate TfL Oyster Card Systems to identify and obtain data related to DPA enquiries related to identifying suspects travel movements on the railway. They will be the gatekeeper for all Data Protection Act requests being submitted to Transport for London.

The Researcher will ensure that all submissions are on the correct form and to the required standard and compliant. They will provide advice and guidance to officers on the function of the role, what it can provide and any limitations of the data.

The researcher will comply with legislation, whilst maintaining an accurate audit trail of requests and results. The researcher will support investigators, liaise directly with applicants to ensure investigative possibilities are maximised through the process. The researcher will produce reports/statistics as required by senior officers in relation to requests and data. To work in partnership with TfL to ensure effective and efficient processing of DPA requests.

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

n/a

Staff Responsibilities – Direct or Non-Direct

n/a

Any Other Statistical Data

Compilation and production of stats in relation to DPA requests

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

- Develop and maintain a single streamlined process for obtaining personal data requested via CJSM, and ensure they are of an expectable standard for submission.
- Manage requests for data ensuring they are fed into a database and forward on to TfL SPOC to process. Logging all correspondence appropriately.
- Brief officers on the process of submission of requests and ensure data is processed and distributed in a timely manner
- Interrogate the Oyster database to support operational need.
- Liaise between BTP and TfL and develop a strong relationship between organisations and other partner agencies and give advice as required to various agencies via telephone and face to face
- Communicate with both internal and external staff and officers in a number of formats to ensure they are updated and aware of the processes involved in requesting data and adhering to TfL processes.
- Collate information into a suitable format for releasing and analysing data to identify people of interest. Ensuring data is accurate, correct and timely.
- Evaluate requests received to assess its usefulness and priorities requests for action and disseminate appropriately. Following TfL tiered policy.
- Attend regular TfL management meetings and represent BTP in data sharing discussions.
- Provide advice and guidance to the police and other parties regarding requests for information that can not be provided.
- Maintain effective relationships and liaison with the MPS Transport Data Retrieval Team and other police representatives

E. DECISION MAKING:

Make decisions

Yes, to enact DPA requests if fulfilling criteria set by TfLs guidelines

Significant say in decisions

n/a

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

Internal

Contact with police officers and police staff of all ranks and varying departments

External

Contact with TfL staff from varying departments

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

Essential Criteria:

Qualifications and Training:

Educated to Degree standard in an associated field or previous experience working in a similar role.

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

Experience:

Research and/or analytical skills evidenced either through work experience or educational background.

Trained and experienced in using Microsoft Office applications and different databases for the purposes of processing and analyzing data. Use of different TfL (or similar) systems to gather and analyse data and present the results.

Good written and verbal communication skills including evidence of preparing responses, reports or briefings to a good standard and the ability to communicate effectively with people at all levels.

Previous experience in conducting research using a range of data sources and effectively displaying the results both verbally and in writing.

Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two-way exchange of information and analysis.

Skills:

Prioritisation skills to manage time and workload. The post holder must be able to evidence the ability to manage a demanding workload.

Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two-way exchange of information.

The ability to communicate effectively with others. The post holder will be expected to give both written and verbal briefings and present findings to justify conclusions to customers.

IT skills - ability to use Microsoft Office applications and different databases for the purposes of research and analysis. Skills in the use of different IT systems to gather and analyse data and present results.

Knowledge:

Knowledge of police legislation including ECHR and DPA.

Desired Criteria:

Qualifications and Training:

Completed training courses in the following IT software; statistical programs, Business Objects

Experience:

Previous experience in using BTP IT systems.

Previous experience working within a policing environment and knowledge of law enforcement techniques and practices.

Previous work experience as a researcher or other similar role, whether in the public or private sector.

Experience of producing research/analytical products and reports.

Skills:

Accomplished research and analytical skills

Ability to understand CCTV evidence supplied for use in comparison to Oyster card data.

Knowledge:

Thorough working knowledge and ability to interpret and explain relevant legislation including:

- Regulation of Investigatory Powers Act 2000, Data Protection Act 1998, Human Rights Act 1998, Proceeds of Crime Act 2002, Police and Criminal Evidence Act 1984, Fraud Act 2006, Criminal Procedures and Investigations Act 1996, Powers of Criminal Court Act 2000, Criminal Justice Act 1967

Thorough working knowledge and ability to interpret and explain relevant codes of practice and minimum standards governing teams.

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.*

This job is responsible for a workstream of critical importance to investigations; requests can be numerous and at a high frequency; applicants must be able to be self tasking and driven in a fast pace environment; they must be able to deal with customers and provide advice on whether or not requests are possible; it will require a highly organized and determined individual who is comfortable with a high workload.

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 and weekends. There may be a requirement to work at other locations within the force.

High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.

The post holder May be required to attend various courses, residential/non-residential, which the force identifies as being necessary.

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.

Assist with other duties commensurate to the grade of this post when necessary.
Deal with Ad Hoc requests from TfL management when needed.

I. AUTHORISATION DETAILS

Prepared By: James GOODSON

Date: 23/03/2016

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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