

## 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:	Designing out Crime Co-ordinator	Current Grade:	A005
Department:	Designing out Crime Unit	Division:	Force Headquarters
Reports To:	Head of Designing out Crime	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 Designing out Crime department, Designing out Crime Officers and the Designing out Crime Referral Teams.

Coordinate the national activity associated with the accreditation schemes incl secure stations, car parks and safeguarding on rail.

REWARD

**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 the Secure Stations Accreditation Scheme.

To coordinate and support activity associated with the Safer Parking Accreditation Scheme.

To coordinate and support activity associated with the Safeguarding on Rail Scheme

To support the functions of the Designing out Crime Referral Team by providing administrative support to the Designing out Crime Officers.

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.

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.

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 Designing out Crime 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:**

A sound educational background is considered essential.

**Experience:**

Experience of working in a fast paced departmental environment.

**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.

Effective team working and interpersonal skills.

**Knowledge:**

Knowledge of the Control works and command and control systems would be advantageous.

**Desired Criteria:**

**Qualifications and Training:**

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**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: 13/10/2014

FHQ HoD: Martin FRY D/C/S

Date: 13/10/2014

Evaluation Panel: Approved

Date: 21/12/14