

## JOB DESCRIPTION

APPENDIX C

### A. POST DETAILS:

Job Title:	Vulnerability Development Officer	Current Grade:	A005
Department:	Public Protection	Area:	Force-wide
Reports To:	Vulnerability Manager	No of Posts:	14
Level of vetting:	Management Vetting	Post Number:	

### B. PURPOSE OF THE POST:

This role exists to provide timely, high quality and effective intelligence research in respect of all vulnerable people in contact with BTP, ensuring that we meet our statutory obligations in terms of mental health, adult at risk and child safeguarding legislation. The post holder will provide an effective research support to Vulnerability Coordinators and thereby assist in risk assessment and decision making on referrals.

### C. DIMENSIONS OF THE POST

#### Financial – Non-Direct

#### Staff Responsibilities – Non-Direct

- Supporting and training colleagues and operational officers around organisational responsibilities on vulnerability
- Offer guidance and support across the force on safeguarding related forms and processes

#### Any Other Statistical Data

N/A

**D. PRINCIPAL ACCOUNTABILITIES:**

- Review and evaluate NICHE submissions and direct referrals from partners regarding vulnerable people and mental health incidents, requesting/tasking further detail from operational officers where necessary
- Conduct all relevant intelligence research using police systems and open-source facilities
- Collate all research, creating, updating and linking NICHE records as required in order to build an intelligence picture in support of risk assessment and mitigation, referral decisions and briefing requirements
- Evaluate information to assess its usefulness and priority status
- Compile and produce products such as subject profiles and briefing documents to inform operational activity/ tasking and sharing with partners
- Research and interpret trends and patterns, identifying subjects for further analysis using information gathered from a range of data sources.
- Develop and maintain relationships with partner agencies in order to facilitate research and information sharing
- Produce and provide training and advice to operational officers as required, in order to ensure understanding of processes and improve the quality of information gathering and submission
- To ensure the accurate and timely evaluation, recording, linking and updating of NICHE records in respect of submissions related to safeguarding and vulnerability.

**E. DECISION MAKING:**

**Significant say in decisions**

- The post holder contributes to decision making on subjects developed through intelligence research, supporting vulnerability and our focus on threat, harm and risk.

**F. CONTACT WITH OTHERS:**

**Internal**

For the purposes of tasking via duty officers, briefing and giving advice, assisting with training information management, the post holder will have frequent contact with operational officers, departmental colleagues and managers and analysis and performance.

**External**

For the purposes of multi-agency coordination, information sharing and research, the post holder will have frequent contact with external partners, including but not limited to HO Police, local authority social services, NHS England and Wales, NHS Scotland.

**G. REQUIREMENTS:**

**Essential Criteria:**

**Qualifications and Training:**

- Educated to 'A' Level/Higher Grade
- 5 or more GCSE/Standard Grade/National 5 qualifications including Maths and English

**Experience:**

- Previous experience in conducting in-depth research using a wide range of sources
- Experience of presenting results verbally and in writing, in either or work or academic setting

**Skills:**

- A high level of IT literacy and knowledge of database research
- Excellent written and verbal communication skills, an ability to prepare effective and concise written reports
- Problem solving and creative thinking
- Effective team working and interpersonal skills

**Knowledge:**

- Data protection principles and legislation
- Freedom of Information principles

**Desired Criteria:**

**Qualifications and Training:**

- Police IT databases such as PNC, PND

**Experience:**

- Previous experience of work as a researcher in the public or private sector
- Previous experience of work within law-enforcement

**Skills:**

- Accomplished research skills

**Knowledge:**

- Knowledge of the legislative framework defining responsibilities around SPMH, adults at risk, child safeguarding, and domestic abuse in England and Wales / Scotland

**H. ANY ADDITIONAL INFORMATION:**

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: