BRITISH TRANSPORT POLICE

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:	Vulnerability Administrator	Current Grade:	A003
Department:	Public Protection	Area:	Force-wide
Reports To:	Vulnerability Senior Analyst	No of Posts:	03
Level of vetting:	Management Vetting	Post Number:	

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

The post holder will support the public protection and vulnerability department by ensuring effective data management and supporting the provision and collation of high quality, accurate and relevant research to be used in conjunction with the teams reporting requirements

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

Financial – Non-Direct

Staff Responsibilities – Non-Direct

Any Other Statistical Data
None

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

- Collect information on public protection incidents from various internal and external sources for the purpose of research and analysis.
- Maintenance of databases, the post holder will be expected to input data in a consistent and accurate manner onto all systems.
- Collate and extract information into a suitable format for Research and Analysis.
- Make data available to stakeholders and partners as directed, ensuring the integrity of all data held within the department
- Assist with the research of data collated and produce reports and documentation to the Senior Team.
- Provide data and produce reports in a timely manner to meet internal and externally set deadlines.
- Develop and maintain a broad network of internal and external contacts for the purpose of data sharing.
- Support other members of staff with research and where necessary identify areas requiring further information
- Processing of internal and external correspondence
- Providing support to scrutiny panels as required

E. DECISION MAKING:

Make decisions

Significant say in decisions

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

Internal

- The wider Public Protection and Vulnerability department
- Operational officers (ensuring receipt of essential data related to vulnerability submissions)

External

- Partners and stakeholders (Information sharing and correspondence)

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Version 1.2

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.

Experience:

- Research/ data administration evidenced either through work experience or educational background.
- Trained and experienced in using Microsoft Office applications and different databases for the purpose of research and presenting results.
- Experience in managing data sets within Microsoft Excel.
- Experience in dealing with different types of data, for example data inputting, data mining, use of databases, organising and sorting data.

Skills:

- Excellent organisational, administrative and data management skills with the ability to work accurately and methodically whilst under pressure to meet deadlines.
- Ability to write clearly and concisely to present and request accurate information.
- Strong interpersonal skills with the ability to build effective working relationships with colleagues and work well as part of a team-mutually supportive and collaborative working style.
- Able to maintain a high level of accuracy and motivation when carrying out routine tasks

Knowledge:

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Desired Criteria:

Qualifications and Training:

- Educated to 'A' Level / Higher Grade standard, or with previous experience working in a similar role

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 or other similar role, whether in public or private sector
- Previous work of collating large amounts of data

Skills:

- Excellent IT skills

Knowledge:

- Knowledge and understanding of the criminal justice procedure
- Data protection Act 1998, Human Rights Act 1998, Police and Criminal Evidence Act 1984, Criminal Procedures and Investigations Act 1996, Powers of Criminal Court Act 2000, Criminal justice Act 1967.

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.*

I. **AUTHORISATION DETAILS**

Prepared By: Date:

Area Commander /FHQ
HoD: Date:

Evaluation Panel: Date: