

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:	Data Sharing Officer	Current Grade:	A005
Department:	Digital Intelligence	Area:	A-Div Intelligence
Reports To:	Digital Comms Data Officer	No of Posts:	2
Level of vetting:	MV/SC	Post Number:	

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

The Digital Data Officer will interrogate Digital Ticketing 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 in relation to digital ticketing for partner agencies & TOCs.

The Digital Data Officer 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 Digital Data Officer will comply with legislation, whilst maintaining an accurate audit trail of requests and results. The officer will support investigators, liaise directly with applicants to ensure investigative possibilities are maximised through the process.

The Digital Data Officer will produce reports/statistics as required by senior officers in relation to requests and data. To work in partnership with TOCs and partner agencies 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 statistics 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 TOC & Partner Agency SPOCs 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 digital ticketing databases to support operational need.
- Liaise between BTP and TOCs 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 TOC processes.
- Collate information into a suitable format for releasing and analyzing 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 TOC policies.
- Attend regular TOC and partner agency management meetings and represent BTP in data sharing discussions.
- Provide advice and guidance to the police and other parties regarding requests for information that cannot 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 TOC and partner agency guidelines. This will often involve prioritizing requests based on the potential risk and harm associated with the incident. The researcher works remotely and whilst there is always the option of contacting a supervisor these decisions are often made independently.

Significant say in decisions

N/A

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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. As mentioned above there is a degree of prioritization and the ability to be able to negotiate with persons making requests and rationalize decisions is essential.

External

Contact with TOC and partner agency staff from varying departments .

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

Essential Criteria:

Qualifications and Training:

Educated at minimum A Level qualification level

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 (or similar) digital ticketing 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:

This role involves the handling of large amounts of data. Knowledge of police legislation including ECHR, DPA and RIPA is necessary.

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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 digital ticketing 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.

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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.*

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 TOC and Partner agency management when needed.

I. AUTHORISATION DETAILS

Prepared By:

Reviewed By:

Area Commander /FHQ HoD:

Evaluation Panel:

Date:

Date:

Date:

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