BRITISH
TRANSPORT
POLICE

Job Description

A Post Details	
Job Title: Vulnerability Data and Compliance Administrator	Grade: A004
Department: Public Protection	Division: A Division
Reports to: Vulnerability Senior Analyst	Contract Type: Permanent
Level of Vetting:Baseline	Numbers in Post: 3

B Purpose of the Post

To support the Vulnerability Unit FHQ and wider public protection by managing and maintaining the Fatalities and Crisis Interventions Databases effectively and efficiently. Ensure data integrity to establish focus on those threat risk and harm areas that require intelligence development. Active engagement and support to understand the extent of the threat and identification of vulnerable individuals, therefore allowing informed decisions to be made around the type of tactical response required.

Ensuring timeliness in communicating information to support real time suicide surveillance regarding incidents and vulnerable individuals to both internal and external stakeholders. Maintaining high quality and accuracy of information/ intelligence being recorded whilst in compliance with data standards. To have additional ownership of workstreams associated with the databases as well as supporting the Unit in various workstreams allowing for resilience within the department.

C Dimensions of the Post

Staff Responsibilities – Non-Direct
Be a central point of guidance and assurance in order to support localised Vulnerability Units in relation to capturing incidents for the Crisis Intervention Database.

Any Other Statistical Data
To support the Force Management Information (FMI) process and the consolidation of data with partner agencies such as RSSB and ORR. Ensure data integrity for compliance with MOPI and FOI.

On average between the 3 posts (based on 2020/21 data) 1,000 incidents are quality assured/ inputted a month on to the Crisis interventions and Fatalities databases.

D Principal Accountabilities

The handling and processing of information of highly sensitive and personal nature.

To manage and maintain the two vital databases within the Unit, which are time critical and require a high level of accuracy, data standard compliance and effective assessment/decision making. To be able to work confidently with minimum supervision taking personal responsibility for workload.

The post holder will use the Ovenstone Criteria as a framework to assess accidents and fatalities. The framework will aid the post holder in making their assessment to decide whether an incident was intentional or accidental. This holds high importance and a level of risk.

Ensuring high level of compliance and accuracy in the datasets of system that the role works to.

Methodical thinking and effective assessment/decision making around incidents meeting the criteria for recording and using BTP systems (Control Works and Niche) to input incidents. Accessing and extracting information from external databases to add value to BTP data such as Network Rail systems CCIL. The post holder will be expected to input data in a consistent, accurate and timely manner onto all systems.

Regular quality assurance of the databases to ensure accuracy, identification/correction of inaccurate data and bridging information gaps to support the research and analytical role. To effectively communicate results of quality assurance to the relevant Unit Inspectors and Managers for awareness and/or action.

Compiling basic overview reports in a timely manner to support senior leadership, external partners and decision making. Generating relevant proformas and disseminating the information to the relevant stakeholders based on customer requirements – time critical.

Ensuring all distribution lists and contacts are kept up to date to enable effective communication of information. Regular monitoring and reviewing of queries in the shared mailbox which includes responding to where practicable and, directing queries to relevant Managers/ Vulnerability Units where applicable.

Providing resilience to the Unit as and when required such as undertaking requests for data and research including open source to support analytical and research products, presenting information in a suitable format.

E Decision Making

Make Decisions

Significant say in Decisions

Decision making and assessment based on information available to determine the classification of the incident. The post holder will use the Ovenstone Criteria as a framework to assess accidents and fatalities. The framework will aid the post holder in making their assessment to decide whether an incident was intentional or accidental. This holds high importance and a level of risk.

F Contact with Others

Internal

For the purposes of managing and maintaining the databases, the post holder will have frequent contact with departmental colleagues and managers within public protection command and colleagues/ officers from outside the command such as Central Disruption Team and Analytics & Insight.

External

For the purposes of managing, monitoring and responding to queries from the shared inbox, maintaining distribution lists and, disseminating fatality proforma's the post holder will have contact with external stakeholders such as Network Rail, Train Operating Companies, RSSB, ORR, Home Office police forces, local authorities, public health and other charities.

G Essential Criteria

Qualifications and Training:

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

- Microsoft Excel or similar database system qualification evidenced through work or academic experience

Experience:

- Research/ data administration evidenced either through work experience or educational background.
- Experience in using Microsoft Excel for inputting, organising and sorting data.
- 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.

Skills:

- Excellent organisational, administrative and data management skills with the ability to work accurately and methodically whilst under pressure to meet deadlines.
- Strong interpersonal skills with the ability to build effective working relationships with colleagues and work well as part of a team.
- Able to maintain a high level of accuracy when carrying out routine tasks

Knowledge:

Data Protection Principals and Legislation. Freedom of Information principals

Desirable criteria:

A Levels (or equivalent)

Experience
- Previous experience working within a policing environment and knowledge of law enforcement techniques and practices
- Previous experience in using Policing Systems

Skills
- Proficient in the use of other Microsoft Office packages.
- Ability to write clearly and concisely to request accurate information and respond to queries.

H Additional Information

A flexible approach to working hours is required to meet the demands of the Unit. The post holder may be required to attend courses/ team development days (residential/non-residential), which the Force identifies as being necessary.

The posts are subject to a security vetting process and, the post holder will be expected to develop and enhance the role to adopt best practice for BTP whilst ensuring that a high-quality service is delivered.

For Panel to complete only:
Line Manager Approval: Baljit Sohal 6165
Panel Approval: Reward Team
Date: 26/07/2021