Job Description

A Post Details

Job Title: County Lines Data and Compliance Administrator	Grade: A004
Department: County Lines Task Force (CLTF)	Division: A Division
Reports to: CLTF Senior Analyst	Contract Type: Permanent
Level of Vetting: MV	Numbers in Post: 1

B Purpose of the Post

To support the CLTF and key external stakeholders by managing and maintaining County Line 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 county line individuals, therefore allowing informed decisions to be made around the type of tactical response required.

Ensuring timeliness in communicating information to support internal and external stakeholders and the associated reporting deadlines. Maintaining high quality and accuracy of information/intelligence being recorded whilst in compliance with data standards. To have additional ownership of workstreams and associated process improvement to with the databases as well as supporting the team in variousworkstreams allowing for business resilience within the department.

C Dimensions of the Post

Staff Responsibilities – Non-Direct

Be a specific point of contact for the National County Lines Coordination Centre (NCLCC) and Home Office. Staff responsibilities will include monthly reporting for the National County Lines Intelligence Collection Matrix (CLICM) and Tasking Finish Group (TFG) metrics alongside NCLCC Quarterly Threat Updates.

Any Other Statistical Data

To support the consolidation and dissemination of ad hoc data requests from internal stakeholders, Home Office (HO), Home Office Forces and the NCLCC. Ensure data integrity for compliance with MOPI and FOI.

D Principal Accountabilities

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

To manage and maintain 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.

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 databases to add value to BTP data such as Safeguarding Databases. The post holder will be expected to input data in a consistent, accurate and timely manner onto all systems. The post holder will be expected to be confident in Microsoft Excel and be able to confidently manipulate data in accordance with any tasking requirements.

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.

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 and Units where applicable.

Providing resilience to the Unit as and when required such as undertaking requests for data and research 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 County Lines Criteria as a framework to assess intelligence and crime. The framework will aid the post holder in making their assessment to decide whether an incident is County Lines. This holds high importance and due to HO Reporting metrics.

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 the Defiant command and colleagues/ officers from outside the command such as Vulnerability Unit and Analytics & Insight.

External

For the purposes of managing, monitoring and responding to queries from the shared inbox, maintaining distribution lists and, disseminating data requests the post holder will have contact with external stakeholders such as Network Rail, Train Operating Companies, Home Office police forces, local authorities 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 toestablish 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: Amy Buckingham (0978)
Panel Approval: Reward Team
Date: 22/03/2022