

Job Description Template

A Post Details	
Job Title: Warrants/Wanted Persons Administrator	Grade: A005
Department: Operations	Division: B
Reports to: Inspector Operations	Contract Type: Select
Level of Vetting: Recruit Vetting	Numbers in Post: 1
B Purpose of the Post – Why the post exists and what it has to achieve	
<p>To implement and maintain an improved monitoring service that supports the process by which BTP manages the failing to appear at Court Warrants. To assist BTP in creating an improved focus on warrants where the overall process is simplified, the main responsibility is no longer attributed to the OIC, information is easier to access and resources are more effectively deployed.</p>	
C Dimensions of the Post – The key statistics associated with the post	
<p>Financial – Direct or Non-Direct</p> <p>Staff Responsibilities – Direct or Non-Direct</p> <p>Any Other Statistical Data 801 warrants issued in 2020 and 949 issued in 2019. 331 outstanding Court Warrants/Wanted Persons for B Division (as of 18-Feb-2021) including 61 Category A, 207 Category B and 63 Category C</p>	
D Principal Accountabilities – What the job is accountable for and required to deliver	
<p>Create, implement and maintain a process for the recording and monitoring of Warrants across B Division, ensuring that this is updated regularly and is accessible to the relevant employees across the Division.</p> <p>Liaise with CJU/PNC Managers with regards to the notification of the existence of a Court Warrant, updating the relevant records, tasking out relevant actions/activities and ensuring these are responded to in a timely manner.</p> <p>Identify warrants that maybe suitable for cancellation at court and liaising with the CJU Sgt to get the warrant withdrawn.</p> <p>Take responsibility for the allocation of failure to appear at court warrants across B Division, ensuring that these are appropriately allocated according to their categorisation and to maximise the use of available resources (e.g. allowing for consecutive similarly located arrests to take place in one day). Chasing up progress and ensuring that they are expedited in a timely manner and all updates are uploaded onto Niche.</p> <p>Liaise with the OICs to ensure that all Divisional and force intelligence options are utilised to assist in locating/arresting outstanding defendants and where necessary assisting in coordinating arrest packs for OSU arrest teams.</p> <p>Monitor warrant execution across B Division including sending reminder requests to designated OICs, requesting enhanced intelligence checks with DIB as well as liaising with the CJU and PNC Managers around review/weeding dates for Court Warrants.</p>	

Analyse data and produce reports and executive summaries on the current levels of Warrant execution across B-Division for the Divisional Commander and the monthly Service Excellence Board, highlighting trends and making practical recommendations

E Decision Making –

Make decisions

Decide upon the appropriate allocation of failure to appear warrants e.g. OIC, OSU etc, based on risk assessment.

Significant say in decisions

Making recommendations around the possible withdrawal of a warrant.

F Contact with Others – The frequent contacts the post holder has with others and for what purpose

Internal

Central Justice Unit

Regarding the notification of the existence of a warrant and failed warrant attempts.

Divisional Intelligence Bureau

Regarding the provision of intelligence packs to the arresting officers.

Operational Support Unit, Duty Officers and Officers in Charge

Regarding the allocation of warrants.

External

Crown Prosecution Services

In relation to the withdrawal of warrants.

British and International Police Services

In relation to identifying the whereabouts of absconded persons.

G Essential Criteria – The skills, knowledge, experience, qualifications and training required to perform the job

Skills:

Excellent written and verbal communication skills, with the ability to draft informative reports and make recommendations.

Excellent interpersonal skills with the ability to interact with individuals at all organisational levels

Good professional integrity with the ability to handle sensitive data and maintain a high degree of confidentiality.

Flexible approach, with the ability to manage multiple conflicting deadlines and cope under pressure.

Resourceful with the ability work on own initiative and plan/manage own time effectively.

Research and analytical skills

Knowledge:

Knowledge of Microsoft Office suite and experience of working with databases.

Knowledge of the legislation surrounding the failure to appear at Court Warrants process.

Knowledge of the systems used by the police to trace people, including those who have absconded to other countries

Qualifications and Training:
Educated to O-Level standard or equivalent qualification/experience
Experience:
Previous experience of working within the criminal justice system. Previous experience of providing and quality assuring intelligence within a criminal justice environment. Previous administrative experience with a high level of organisational ability and attention to detail.
H 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.
<p>The role is aligned to the College of Policing Competency and Values Framework (CVF). At a minimum, the postholder will be expected to demonstrate these competencies whilst performing the role:</p> <ul style="list-style-type: none">• We are emotionally aware: Level Two• We take ownership: Level Two• We are collaborative: Level Two• We deliver, support and inspire: Level Two• We analyse critically: Level Two• We are innovative and open-minded: Level Two <p>To ensure the function is high-performing and fully-effective, the ideal candidate will be open to and committed to continuous personal and professional development.</p>
<p>For Panel to complete only: Line Manager Approval: Supt Matt Allingham and Marie Stacey-HR, 26-Feb-2021 Panel Approval: Reward Team Date:03/03/2021</p>