

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:	Warrants Administrator	Current Grade:	
Department:		Area:	B Division (London Based)
Reports To:		No of Posts:	1
Level of vetting:	MV Vetting	Post Number:	TBC

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

To lead on the administration of the Police Warrants Process; assisting the division in reaching its target of reducing crime by 20% by 2019.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Police Warrants Administration

Any Other Statistical Data

There may be on occasions a requirement to assist in the production of statistical data Police Warrants Process

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

Ensure the quality of all wanted for questioning/charge files, first instance warrant applications and warrant processes to support the Divisions governance and MOPI obligations and to improve and maintain the quality of processes so that divisional targets can be achieved, ensuring mitigation of risk and harm.

Administer and maintain current and future processes around Police wanted files, ensuring end to end compliance.

Review, retain and report on records ensuring that processes are put in place so they are searchable, auditable and compliant with the BTP Governance SOP.

Prepare briefings for wanted persons, operational plans for days of action and prepare arrest packages for tasking teams; this will entail implementing an efficient process which will enable the division to meet local targets.

Prepare fortnightly performance data reports on wanted persons and monthly tasking documents specific to wanted nominal's for input into Divisional and Force Wide.

Responsible for formulating and processing intelligence reports in support of Op Pursuit (wanted arrest operations) days of action. They will also ensure that shared files are maintained and MOPI compliant and ensure excel spreadsheets are updated for warrant management.

E. DECISION MAKING:

Make decisions

Assist officers in the decision making on warrant submissions by assisting in the 'gate-keeping' of applications in order to ensure the highest quality file submissions which are fully compliant with the national file standard. Link in directly with File Quality Teams to ensure file standard compliance in line with current force process.

Significant say in decisions

N/A

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

Internal

The post holder will liaise closely with the DIB by providing them with information on wanted persons for inclusion in the Tactical Assessment or briefing system or via NIM. They will report directly to relevant supervisory team.

External

Liaise with multi-agency partners where required.

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

Essential Criteria:

Qualifications and Training:

Educated to A-Level or possess equivalent experience
Trained in the use of police systems such as PNC, NICHE or prepared to take up training
Have a genuine interest in working within the role of Police Wanted
Not subject to UPP Process or on a Sickness Warning – evidence of sickness required on application

Experience:

Strong organisation/research skills.
Proven clerical / administrative experience
Able to work successfully as part of a team
Experience in recording information accurately and concisely within I.T. systems
Experience in working under pressure and on occasion unsupervised
Experience in managing a busy work load, prioritising demand and working to strict deadlines
Experience in maintaining and managing confidential records

Skills:

Must be self-motivated, possessing enthusiasm and drive
Ability to work successfully as part of a team
Able to take on new responsibilities and keen to develop, implement and maintain new procedures
Ability to make effective decisions within a defined set of rules / parameters.
Ability to work independently
Actively seeks to find solutions to problems
Verbal/written communication skills
Able to record information accurately
Must have a flexible approach to work with the ability to develop new ideas and be willing to adapt to and accept change
Must possess a professional attitude to work and be able to communicate in a confident manner with people at all levels within and outside the Force
Exercising judgement and interpreting complex guidance and legislation
Must have proven research and analytical skills
Possess good keyboard skills and must have proven IT skills particularly full suite of Microsoft applications
Use of police information and intelligence systems would be advantageous
Ability to maintain a high level of accuracy while carrying out repetitive tasks
Must possess a professional attitude to work and be able to communicate in a confident manner with people at all levels within and outside the Force

Knowledge:

Understanding and working knowledge of the Data Protection Act, and Home Office Guidance particularly MoPI in relation to whether information is retained.

Desired Criteria:

Qualifications and Training:

Experience:

Experience of working in a police environment and experience in making decisions using MoPI

Experience in evidence reviewing

Experience in working within a data quality role

Skills:

Knowledge:

Interest and knowledge of the work of data quality team

- 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.*

The post holder will be required to attend training courses

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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