



# Derbyshire Constabulary

## Job Description

INTEGRITY

RESPECT

PERFORMANCE

RESPONSIBILITY

INNOVATION

<b>Closing Date</b>	Wednesday 24 January 2018 at 23:55
<b>HR Service Centre Contact</b>	recruitment@derbyshire.pnn.police.uk
<b>Role Title</b>	Crime Management Unit Administrator
<b>Grade and Salary</b>	Grade D - £17544 to £21618 Successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply
<b>Hours</b>	Full time (37 hours) Working a rota covering between 0700 & 1800hrs, 7 Days per week. Appropriate allowances will be payable for weekend working
<b>Suitable for job share or part time</b>	Yes
<b>Department or Division</b>	Operational Support
<b>Location</b>	Force Headquarters
<b>Post Reports to</b>	Sergeant, Crime Management Unit
<b>Other Considerations</b>	<p>Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy</p> <p>Please note that this role requires RV Level vetting</p>

**Please note** that applicants who are subject to the terms and conditions of the Re-organisation, Redeployment and Redundancy policy (internal Police Staff policy) will be prioritised in the process should they choose to apply

### EQUALITY COMMITMENT

Derbyshire Constabulary is committed to the principles of Equality, Fairness and Diversity, and we welcome applications from all sections of the community in our efforts to recruit a diverse and flexible workforce that reflects the communities we serve.

As part of our commitment to equality, all applicants with disability who meet the essential criteria for any police staff post will be invited to interview

Derbyshire Constabulary offers a range of benefits including a local government pension scheme, Specsavers eye care vouchers, child care vouchers as well as a staff discount scheme called 'My Extras'. This covers a wide variety of retailers and includes discounts & cashback. My Extras also provides discounted gym membership and a healthcare cashplan. This scheme however is non contractual and the force does reserve the right to withdraw or change the terms of the scheme

### **Purpose and Description of Role:**

The purpose of the Crime Management Unit is to actively review all recorded crime data within Derbyshire to ensure its quality, accuracy and compliance with the Home Office Counting Rules for Recorded Crime / National Crime Recording standards

The role is shift based with a requirement to provide cover between 0700 & 1800hrs, 7 Days per week

Primarily the duties involve the processing of computerised crime records; checking the recorded data for quality and accuracy, making any necessary corrections and directing the report accordingly

### **Specific Role Responsibilities:**

- Check crime reports for compliance against the National Crime Recording standard, Home Office Counting Rules for Recorded Crime and Derbyshire Crime processes using where appropriate the Control Works incident to ensure the reported circumstances are correctly recorded. This will include ensuring the accurate completion of the following:
  - Home Office Crime Classification
  - MO codes/text
  - Aggrieved screen
  - Repeat victimisation
  - Completion of property and suspect screens
  - Markers e.g. attempts, alcohol, hate crime etc
- Re-classify crimes when appropriate and identify 'cancelled-crimes' before allocation
- Ensure officers adhere to minimum standards for updating victims
- Allocate crimes for further investigation/updates
- Review crimes submitted for Outcome Assigned filing and give further consideration to re-classifying or 'Cancelling Crimes' where appropriate in accordance with NCRS and Home Office Counting Rules. Crimes will be filed only when approved by the OICs supervisor and with sufficient rationale
- Review crime reports submitted for filing as 'Cancelled Crimes', assessing additional verifiable information in accordance with the Home Office Counting Rules
- Provide guidance to officers on how to transfer crimes to/from other forces
- Provide advice to officers, Force Operations Room Staff and Criminal Data Section Staff on matters relating to NCRS compliance and Home Office Counting rules
- Provide an agreed and standardised level of information to divisions for the purposes of daily tasking meetings
- Identify any recurring quality issues or best practice ideas and raise them through appropriate channels
- 'Task' crimes to named individuals/roles in line with divisional requirements to support specific

- operations/initiatives
- Any other crime management related functions at the discretion of the unit's supervisor
- To uphold the Force's Values of Performance; Innovation; Responsibility; Respect; Integrity

### Skills & Experience required:-

#### Essential

- GCSE grade C/4 English Language or equivalent qualification or previous experience of writing reports and correspondence
- The ability to assess multi-faceted problems and identify core issues
- The ability to access a wide variety of computer based systems, to search and retrieve relevant information
- Previous experience in the use of Microsoft products or equivalent and have good keyboard skills
- The ability to assimilate information, prioritise and manage workloads
- The ability to work professionally and as part of a team in a busy office environment
- The ability to work flexibly, as early morning, weekend and evening working will be a contractual requirement
- A working knowledge of the National Crime Recording Standards and Home Office Counting Rules for Recorded Crime **OR** experience of a Police crime database

#### Desirable

- Experience of working with sensitive/confidential data
- Experience of Police Database systems such as PNC, Control Works and NICHE

**Please use the attached application form to register your interest in this role. CV's will not be accepted but additional sheets can be attached to the application form to ensure you capture your relevant experience and skills**

### PERSONAL QUALITIES

The post holder will be assessed for appointment against the following personal qualities. Derbyshire Constabulary's staff are assessed against these qualities

<b>Decision Making</b>	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgment, ensuring actions and decisions are proportionate and in the public interest
<b>Leadership</b>	<b>Openness to change</b> Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems

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	<b>Service delivery</b> Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate
<b>Professionalism</b>	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required
<b>Public Service</b>	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public
<b>Working with others</b>	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances

Completed by : Alan Sandeman  
 Checked by: