**Staffordshire Police - Role Profile**

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| **Niche Crime Classification Team Assistant** |

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| **Grade/Rank:** | E |
| **Directorate:** | DCC |
| **Reports to:** | Niche Classification Team Supervisor |
| **Direct Reports:** | Nil |

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| **Role Purpose** |
| The post holder will work as part of a team and will ensure that crimes are recorded correctly and that incident details are completed correctly and classified in accordance with the home office counting rules (HOCR). The post holder will be required to assign incidents for investigation where appropriate and assign outcomes to certain incidents which will require closure.  |

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| **Key Tasks and Responsibilities:** |
| * To ensure that all working practices and procedures used to record crime are in accordance with criteria set out in the National Crime Recording Standards (NCRS) and Home Office Counting Rules (HOCR)
* Ensure Niche is correctly classified for crime related incidents.
* To provide support to Niche users within Local Policing and Investigative Services, including Help Desk Services in relation to HOCR and to provide an advisory service to customers on certain aspects of crime recording and they will provide information and data commentary to inform/enable decision making.
* Ensuring data accuracy in relation to Victims for referral to Victim Support services.
* To be responsible for data quality and compliance with data protection legislation and Management of Police Information (MoPI) guidelines.
* Processing requests for reclassifications and cancellations for MoPI 3 offences.
* To meet service level agreement in relation to timely referrals.
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| And to be accountable for: (ie responsibilities held by others but measured and owned by this role) |

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| **Behaviours**   |
| The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.This role should be operating at the following levels: |
| **Resolute, compassionate and committed** |
| We are emotionally aware | 1b | Valuing Diversity | 1b |
| Managing Sensitivities/Political Savvy | 1b |
| We take ownership | 1b | Customer Service | 1b |
| Maintaining Accuracy/Sustainable Working | 1b |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative | 1b | Partner Working | 1b |
| Managing Complexity/Strategic Planning | 1b |
| We deliver, support and inspire | 1b | (self) Leadership | 1b |
| Supporting Colleagues/Coaching & Mentoring | 1b |
| **Intelligent, creative and informed policing** |
| We analyse critically | 1b | Problem Solving | 1b |
| Situational Judgement | 1b |
| We are innovative and open-minded | 1b | Continuous Improvement | 1b |
| Futurology | 1b |

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| **Education, Qualifications and Experience** |
| **Essential:** | **Desirable:** |
| * The ability to work within legislative parameters and be able to maintain a high level pf personal professional knowledge.
* The ability to work as an effective and positive member of a team, contributing to the achievement of objectives coupled with maintaining effective working relationships with members of own team and other colleagues.
* The ability to manage conflicting priorities and competing demands in order to meet customer expectations.
* Awareness of Home Office Counting Rules & National Crime Recording Standards.
 | * Knowledge of Police I.T. systems e.g. STORM, NICHE
* In depth knowledge of the Home Office Counting Rules, Crime Recording standards and Force Crime Recording Policy and Procedures.
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| **Skills Matrix (See Skills Matrix)** |
| **Essential:** | **Desirable** |
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| **Leadership Passport Level** | Practitioners & Team Leaders | 1st Line Mngrs | 2nd Line Mngrs | Senior Mngrs |
| 1 | 2 | 3 | 4 |

\* Indicates that training will be provided as part of the role in this skill

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| **CPD Requirements**  |
| * Maintain current knowledge of College of Policing Guidance, best practice and any local policy applicable to the operational police context.
* Maintain and update key knowledge, understanding and skills relating to Home Office Counting Rules (the classification and outcomes), National Standards of Incident Recording, and legislation.
* Maintain a working knowledge and understanding of new and evolving developments in Niche RMS to support Force priorities.
* Complete all annual and mandatory training.
* Maintain knowledge and understanding of operational policing to maximize effectiveness of Niche and Pronto in delivering Force objectives.
* Undertake learning and assessment related to role according to force needs.
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| **Professional Registration/Licences**  |
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| **Special Conditions** |
| Own car for business use | YES |
| Higher level vetting required | NO |
| Requirement to wear Uniform | NO |
| Requirement for post entry training | NO |
| Fixed Hours | NO |
| Weekend working expected | NO |
| Shift allowance  | NO |
| Fixed term or temporary role | NO |
| Politically Restricted | NO |
| On call/standby rota | NO |
| Flexitime Role | YES – *office to be resourced between 7am - 7pm Mon-Fri.* |
| Notice Period | 1 week | 28 Days | 1 month | 3 months |  |

As part of the limited duties profiling, this role has been identified that the role holder must be able to fulfil the following core capabilities. To meet the Equality Act (2010) reasonable adjustments will be made wherever practicable.

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| **Limited Duties**  |
| Sit for reasonable periods(consider impact of driving) a1 | YES | Evaluate information (d1) | YES |
| To write(a2) | YES | Record details (d2) | YES |
| Read(a3) | YES | Exercise reasonable physical force in restraint & retention in custody (e1) | NO |
| Use the telephone(a4)  | YES | Understand information (f1) | YES |
| Use(or learn to use IT)(a5) | YES | Retain information(f2) | YES |
| Run reasonable distances (b1) | NO | Explain facts & procedures (f3) | YES |
| Walk reasonable distances (b2) | YES | Work the full range of shifts | NO |
| Stand for reasonable time (b3) | NO | Shift - Earlies (g1) | NO |
| Make decisions (c1) | YES | Shift - Lates (g2) | NO |
| Report situations to others (c2) | YES | Shift - Nights(g3) | NO |

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| **Agile Profile (See Agile Matrix)** |
| Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 4 | 5 | 4 | 4 | 4 | 3 |