



# Staffordshire Police - Role Profile

## Niche Crime Classification Team Assistant

<b>Grade/Rank:</b>	E
<b>Directorate:</b>	DCC
<b>Reports to:</b>	Niche Classification Team Supervisor
<b>Direct Reports:</b>	Nil

### 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.

### 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.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)



## 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

## Education, Qualifications and Experience

### Essential:

- The ability to work within legislative parameters and be able to maintain a high level of 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.

### Desirable:

- 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			
•	•			
Leadership Passport Level	Practitioner s & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	<b>1</b>	2	3	4

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

CPD Requirements
<ul style="list-style-type: none"> <li>Maintain current knowledge of College of Policing Guidance, best practice and any local policy applicable to the operational police context.</li> <li>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.</li> <li>Maintain a working knowledge and understanding of new and evolving developments in Niche RMS to support Force priorities.</li> <li>Complete all annual and mandatory training.</li> <li>Maintain knowledge and understanding of operational policing to maximize effectiveness of Niche and Pronto in delivering Force objectives.</li> <li>Undertake learning and assessment related to role according to force needs.</li> </ul>

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.

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

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