

## 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:        | Vulnerability Coordinator (VC) | Current Grade: | A006       |
| Department:       | Public Protection              | Area:          | Force-wide |
| Reports To:       | Vulnerability Manager          | No of Posts:   |            |
| Level of vetting: | Recruitment Vetting            | Post Number:   |            |

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

The post exists to help manage and coordinate our collective response in respect of all vulnerable people in contact with BTP, ensuring that we meet our statutory obligations in terms of mental health, adult at risk and child safeguarding legislation. This will include the identification and reporting of all suicidal/self-harm and mental health incidents in order to assess and help mitigate on-going risk and ensure the best possible care and support for the person involved.

The post holder contribute to, and make decisions on, referrals to partner agencies and act accordingly, establishing strong working relationships to facilitate continued information sharing and help achieve the best outcomes for those who may be vulnerable.

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

#### Financial – Non-Direct

#### Staff Responsibilities – Non-Direct

- Supporting and training colleagues and operational officers around organisational responsibilities on vulnerability
- Offer guidance and support across the force on safeguarding related forms and processes

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

- Review, assess and prioritise incidents and submitted information related to vulnerable persons, domestic incidents, stalking and harassment and suicide prevention and mental health concerns, ensuring initial response was appropriate
- Ensure that all safeguarding Public Protection incidents are properly identified
- Referral to and liaison with partner agencies regarding adult at risk, child safeguarding, mental health and domestic abuse - fulfilling BTP responsibility to share public protection information with relevant authorities
- Forge effective working relationships with partner agencies such as Home Office Police forces, Local Authorities, NHS, maintaining flow of information to further inform decision making and efforts to mitigate risk and ensure effective care and support
- Work with partners to reduce risk to individuals through tailored advice on activity, referral and information sharing
- Maintain accurate and effective records of decisions and actions in relation to vulnerable persons using NICHE and other relevant databases
- Create briefing products to inform policing activity aimed at mitigating risk and supporting vulnerable people
- Produce and provide training and advice to operational officers as required, in order to ensure understanding of processes and improve the quality of information gathering and submission
- Work confidently with minimum supervision taking personal responsibility for workload
- Through the on-going assessment of risk and gathering of information related to vulnerable persons, create/ contribute to briefing products designed to inform public protection activity.

**E. DECISION MAKING:**

**Make decisions**

- The post holder considers the daily priorities in terms of risk to vulnerable individuals and to the organisation (in respect of suicide prevention, domestic abuse, adults and children at risk), making decisions on referral to partners based on the evaluation and assessment of available information.

**Significant say in decisions**

- The post holder contributes to the decision making process for referrals to other agencies

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

**Internal**

For the purposes of tasking via duty officers, briefing and giving advice, assisting with training information management, the post holder will have frequent contact with operational officers, departmental colleagues and managers and analysis and performance.

**External**

For the purposes of multi-agency coordination, information sharing and research, the post holder will have frequent contact with external partners, including but not limited to HO Police, local authority social services, NHS Scotland, England and Wales, rail industry partners and Third sector and voluntary organisations.

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

**Essential Criteria:**

**Qualifications and Training:**

- Educated to 'A' Level/Higher Grade or equivalent relevant experience
- 5 or more GCSE/Standard Grade/National 5 qualifications including Maths and English

**Experience:**

- Experience of working in a role where an effective understanding of safeguarding and risk is a significant component.
- Experience of working as part of a team
- Experience of working with partners and adapting communication style as appropriate
- Demonstrable evidence of influencing, building relationships and negotiation with partners

**Skills:**

- Demonstrable evidence of sound decision making and judgement based on a variety of sensitive information.
- Excellent organisational skills and an ability to work unsupervised
- Excellent verbal and written communication skills with the ability to assimilate and report on complex issues to a range of partners
- Competent with a range of information technology and software packages such as MS Office

**Knowledge:**

- Data protection principles and legislation
- Freedom of Information principles

**Desired Criteria:**

**Qualifications and Training:**

- Police IT databases such as PNC, PND, NICHE

**Experience:**

- Previous experience of working with partner agencies, of negotiation and consensus building to reach common goal

**Skills:**

- Ability and willingness to represent BTP at multi-agency meetings and case conferences

**Knowledge:**

- The legislative framework defining responsibilities around Public Protection mental health, adults at risk, child safeguarding, and domestic abuse in Scotland, England and Wales

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**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.*

- A high degree of personal integrity and discretion is required in this role
- Successful candidates will be subject to a security vetting process.

**I. AUTHORISATION DETAILS**

Prepared By: Ashley Cooper

Date: 26/05/2022

Area Commander /FHQ Supt Mann

HoD:

Date: TBC

Evaluation Panel:

Date:

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