

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:	Crime and Incident Auditor	Current Grade:	A006
Department:	Force Improvement Inspectorate	Area:	FHQ
Reports To:	Force Crime & Incident Registrar	No of Posts:	2
Level of vetting	SC		

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

To conduct crime and incident audits in line with the Data Quality Manual to ensure BTPs compliance with the National Crime Recording Standard, Home Office Counting Rules for Recorded Crime, Scottish Crime Recording Standard and the National Standard for Incident Recording.

To support the Force Crime & Incident Registrar (FCIR) with the development and completion of the annual audit plan.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Recorded Notifiable Crimes: 61,166 (2017/18)

Recorded Incident Reports: 206,527 (2017/18)

REWARD

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

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To ensure that BTP complies with the National Crime Recording Standard (NCRS), Home Office Counting Rules for Recorded Crime (HOCR), Scottish Crime Recording Standard, (SCRS) and the National Standard for Incident Recording (NSIR).

To manage and deliver regular planned, ad-hoc and thematic crime and incident audits, in accordance with the annual audit plan or as directed by the FCIR.

To produce high quality written reports highlighting audit findings and recommendations for improvement, based on review of the Force Crime Systems and other relevant documentation, including intelligence reports.

To drive continuous improvement in crime recording by identifying data quality issues to the FCIR in relation to failing to comply with the NSIR, NCRS, HOCR or SCRS by the force or any of the force Divisions.

To contribute to improving performance by ensuring that divisions understand and adopt any changes made to the NCRS, HOCR, SCRS and NSIR as appropriate, providing necessary support to Divisions, Contact Handling and Crime Management staff.

To provide advice to divisions concerning the recording of incidents and crime, to ensure that all incidents and crime are recorded ethically to Home Office / Scottish Executive standards.

To be the initial point of contact for queries relating to NCRS, HOCR, SCRS and NSIR and for communicating best practice and recommendations for improvement.

To ensure a victim focus approach is maintained and provide remedial guidance to officers and staff when necessary.

To assist with all aspects of management information relating to NCRS, HOCR, SCRS and NSIR, this will include responding to data requests from internal and external organisations and key organisational stakeholders.

To produce meaningful and accurate management information in relation to crime and incident data that will assist in the development and monitoring of performance indicators.

To ensure records that are audited are also compliant with Data Protection legislation.

To promote data quality and its importance across BTP including the ethos of 'right first time'.

To provide professional input into the quarterly Audit & Inspection Meeting.

To carry out crime and incident audits as part of internal inspections, as directed by the Head of Force Improvement Inspectorate.

To liaise with the Learning Coordinators to identify organisational learning from crime and incident audits.

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E. DECISION MAKING:

Make decisions

Ensure that crime recording data complies with Home Office National Crime Recording Standards/Scottish Executive Crime Recording Standards and the relevant legislative frameworks for the United Kingdom.

Identify risk and non-compliance

Significant say in decisions

Make recommendations to promote compliance based on knowledge of NCRS, HOCR, SCRS and NSIR.

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

Internal

Police staff and officers at Force Headquarters and on Divisions

External

British Transport Police Authority

Home Office and Scottish Executive

National Police Chiefs Council (NPCC) - England and Wales and Scotland

NPCC Performance Management Group

Her Majesty's Inspector of Constabulary, Fire & Rescue Service

Home Office Force and Police Scotland

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

Essential Criteria:

Qualifications and Training:

Educated to degree level in law, policing and/or criminology, and/or equivalent training and experience of criminal justice system and national crime recording practices.

Experience:

Experience of internal / external compliance auditing of records and files.

Experience and knowledge of MS Excel, Word, PowerPoint and Business Objects Reporter and police recording systems.

Skills:

Self-motivated and demonstrate the ability to work unsupervised, deal with conflicting priorities and produce high quality written reports.

Team player, able to work under own initiative with excellent time management skills as it is vital that audits are completed within strict deadlines.

Demonstrate high quality written and verbal communications skills with the ability to adjust communication style according to the audience

Diplomacy

Knowledge:

Knowledge and experience of the use of problem solving skills in relation to data and management information.

Knowledge and experience of the Police Service and particularly of statistical issues and matters relating to offence interpretation and analysis..

Good working knowledge of crime recording and command and control systems, including how data is captured and retained.

In-depth working knowledge and application of the Home Office Counting Rules, National Crime Recording Standard, Scottish Crime Recording Standard and the National Standard for Incident Recording.

Good knowledge and understanding of the English/Welsh and Scottish investigation, prosecution processes and legislative frameworks, MoPI, PND, Data Protection and Freedom of Information requirements.

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Desired Criteria:

Qualifications and Training:

PNC trained

Experience:

To have at least 2 years experience in working within a crime recording / management or incident recording environment.

Skills:

Knowledge:

To have recent working knowledge of the application of crime / incident recording standards.

- 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.*

Some out of office hours working is required to provide interpretation, advice and guidance on complex crime recording issues.

I. AUTHORISATION DETAILS

Prepared By: Melissa Morton

Date: 25/10/18

Area Commander

/FHQ HoD:

Date: