

Job Description

A Post Details	
Job Title: Force Crime & Incident Registrar	Grade: B004
Department: Governance, Risk and Compliance	Division: FHQ
Reports to: Head of Governance Risk and Compliance	Contract Type: Permanent
Level of Vetting: MV	Numbers in Post: 1 Post Number: ADGB40038
Welsh language required: Not required	
B Purpose of the Post	
This role is the Head of profession for crime and incident recording. The purpose is to ensure the National Crime Recording Standard (NCRS), Home Office Counting Rules (HOCR) and Scottish Counting Rules (SCRS) are applied consistently across BTP and in accordance with national requirements. The post holder acts as the Force's final arbiter for crime and incident recording decisions, including the interpretation of counting rules, audit findings and crime outcomes, and is accountable to the Deputy Chief Constable. This role is a mandatory requirement for all police services under national crime and incident recording standards.	
C Dimensions of the Post	
Financial – Direct or Non-Direct: None Staff responsibilities – Direct line management responsibility for 1 x Senior Crime & Incident Auditor and 4 x Crime & Incident Auditors. Other statistical data: Recorded notifiable crimes: 94,000 (2025/26); Recorded incidents: 253,000 (2025/26).	
D Principal Accountabilities	
- Accountable for providing independent strategic direction to the DCC on NCRS, HOCR, SCRS and the National Standard for Incident Recording (NSIR). - Accountable as the final arbiter for the audit process and the interpretation of the counting rules and assigning outcomes, taking cognisance of and having due regard to advice from the National Crime Recording Standard Steering Group (NCRSSG) whilst reporting to the Chief Constable. - Accountable for the transfer and cancellation of recorded crimes, delayed recording of crime, or recording crime without victim confirmation, and has sole responsibility for authorising all cancelled rape or homicide crimes. - Ensuring high standards of adherence to HOCR, NCRS, SCRS and NSIR and ensuring these are applied consistently, locally and nationally. Internal stakeholders will include staff and officers in Force Contact Department roles.	

- Providing professional advice and direction on crime and incident recording matters to internal stakeholders and BTPA.
- Understanding all routes through which crime is reported to the Force, the volume of crime involved and the specific crime recording attrition risks associated with each route.
- Responsible for the development, implementation, monitoring and auditing of crime recording and outcomes, policies, procedures and audit programmes in line with the National Data Quality Assurance Manual and their application across all BTP Divisions and FHQ Departments.
- Influencing the Home Office's National Crime Registrar and Scottish Executive in reporting BTP's crime statistics, lobbying for changes to crime and incident recording standards and counting rules, developing BTP's response to changes, acting as the Single Point of Contact (SPOC) for crime recording matters, and representing and protecting the interests of BTP with its stakeholders.
- Developing, implementing and monitoring crime and incident auditing processes to ensure the prompt and effective reporting to Senior Officers, officers and appropriate police staff of changes to counting rules, recording standards and related policies and legislation.
- Working with and influencing Home Office Forces' Crime Registrars, individually and through national and regional structures, to resolve cross-jurisdiction recording issues and apply common standards and best practice consistent with HOCR, NCRS and SCRS.
- Attending Home Office and Scottish Government national and regional meetings in relation to crime recording, lobbying on behalf of BTP interests.
- Leading a team of Crime Auditors across geographically dispersed locations, providing high-quality, responsive, professional and proactive services to Senior Officers, officers and police staff, advising on and interpreting crime and incident recording matters.
- Development and delivery of training packages and guidance in the application of NCRS, HOCR, SCRS and NSIR.
- Provide professional input into force boards including Audit & Inspection Meeting as required.
- Responsible for ensuring that all learning identified in crime and incident audits is shared with Learning Coordinators.
- Responsible for planning and carrying out crime and incident audits as part of internal inspections, as directed by the Head of Governance Risk and Compliance.

E Decision Making

Make decisions: Acts as BTP's Head of Profession and final arbiter for crime recording decisions, including disputes relating to crime classification, reclassification and cross-jurisdictional recording issues. The Registrar will arbitrate internally across BTP and externally with all Police Forces across England, Wales and Scotland. Ensure that crime recording data complies with HOCR, NCRS, Scottish Executive Crime Recording Standards and the relevant legislative frameworks for the United Kingdom. Determine which crime datasets and information are audited and reviewed across BTP.

Significant say in decisions: Provide expert advice to the National Crime Registrar and other Force Crime Registrars and lobby with them on the interpretation of existing and proposed crime recording standards as they apply to BTP.

F Contact with Others

Internal

- Chief Constable and Deputy Chief Constable.
- Senior Officers and Divisional Commanders.

- Crime Management and Occurrence Management staff.
- Police officers and police staff.

Purpose

Provide specialist advice, interpretation and guidance on all aspects of crime and incident recording, including complex and contentious matters.

External:

- British Transport Police Authority
- National Crime Registrar,
- other Force Crime Registrars,
- HMICFRS and HMICS.

Purpose: discuss and determine appropriate records of crimes in accordance with national standards in England, Wales and Scotland.

G Essential Criteria

Qualifications and Training:

- Educated to degree level in law, policing and/or criminology, and/or extensive equivalent training and substantial experience of the criminal justice system and national crime recording practices.
- Accredited Force Crime Registrar, or willing to work towards completing this within one year of appointment.

Experience:

- Significant experience of crime and incident recording within a UK police service, including experience in a Crime Auditor, Deputy Crime Registrar, Crime Registrar or equivalent specialist role.

Skills:

- Excellent research skills, with the ability to assimilate and identify required information quickly to make an accurate assessment of crime and incident data.
- Ability to write clear and concise structured reports containing complex analysed information that can be understood by a wide variety of stakeholders.
- Ability to influence, negotiate and challenge appropriately at senior levels, both internally and externally.
- Proficient in gathering, interpreting and presenting data and statistics using IT software including crime recording and incident management systems (currently Niche and ControlWorks), MS Excel, MS Word, MS PowerPoint and extracting information from data hubs.
- Self-motivated, with the ability to lead a geographically dispersed team, work largely unsupervised, resolve conflicting priorities and produce credible work to a high professional standard.

Knowledge:

• Comprehensive knowledge and understanding of policy and procedure in crime recording, the National and Scottish Executive Crime Recording Standards and Codes, incident recording and Home Office Counting Rules. • Detailed knowledge of criminal justice processes, investigation standards and prosecution frameworks across England, Wales and Scotland.
Desirable criteria:
• Qualifications and training: Experience of working in a police force or similar criminal justice environment. Membership of relevant professional bodies, for example the Institute of Internal Audit or Institute of Risk Management. • Experience: Knowledge of a force crime management system and associated reporting systems. • Skills: ICT skills to prepare, conduct and report on crime audits. • Knowledge of Scottish crime recording standards and associated criminal justice processes.
H Additional Information
The role may be based from any agreed BTP hub location and will normally be undertaken during standard office hours. Occasional flexibility may be required to meet operational and organisational needs. Hybrid working arrangements may be available, subject to organisational requirements and management agreement. The post holder may be involved in auditing or other departmental activities outside central London, some of which may require an overnight stay.
For Panel to complete only: Policy & Reward Team - Approval: Pauline Okirie Date:03/08/2026