

## Job Description

<b>A Post Details</b>	
Job Title: HaRT Data and Compliance Administrator	Grade: A004
Department: Public Protection - HaRT (Harm reduction team)	Division: A Division
Reports to: HaRT Inspector	Contract Type: Fixed Term
Level of Vetting: Baseline	Numbers in Post: 1
<b>B Purpose of the Post</b>	
<p>To support the Harm Reduction Team and wider public protection by managing and maintaining HaRT databases, safeguarding records and crisis intervention data effectively and efficiently. Ensure data integrity to enable informed decisions on early intervention and harm reduction strategies.</p> <p>The post holder will actively engage with internal and external stakeholders to support real-time monitoring of individuals at risk, ensuring accurate and compliant information sharing. They will contribute to resilience within the team by owning key workstreams, supporting safeguarding processes, and enabling multi-agency collaboration.</p>	
<b>C Dimensions of the Post</b>	
<p><b>Staff Responsibilities – Non-Direct</b> Act as a central point of guidance and assurance for HaRT processes, supporting local teams in capturing and recording incidents and referrals accurately.</p> <p><b>Any Other Statistical Data</b> Support Force Management Information (FMI) processes and consolidate data with partner agencies such as Network Rail, TOCs, NHS, and charities. Ensure compliance with MOPI, FOI, and data protection standards.</p>	
<b>D Principal Accountabilities</b>	
<p>Handle and process highly sensitive and personal information in line with data protection legislation.</p> <p>Manage and maintain HaRT databases and dashboards, ensuring accuracy, timeliness, and compliance with data standards.</p> <p>Input and quality-assure data across systems (Niche, ControlWorks), bridging gaps and correcting inaccuracies.</p> <p>Compile reports and proformas to support senior leadership, external partners, and tactical decision-making.</p>	

Monitor shared mailboxes, respond to queries, and maintain up-to-date distribution lists for effective communication.

Liaise with internal teams and external stakeholders (TOCs, Network Rail, NHS liaison, Samaritans, local authorities) to ensure timely information exchange.

Providing resilience to the Unit as and when required such as undertaking requests for data and research including open source to support analytical and research products, presenting information in a suitable format.

## E Decision Making

### Make Decisions

#### Significant say in Decisions

Assess and classify incidents and referrals based on available information and HaRT criteria, ensuring accurate categorisation for intervention planning. Exercise judgment in prioritizing tasks and responding to time-critical requests.

## F Contact with Others

### Internal

For the purposes of managing and maintaining the databases, the post holder will have frequent contact with departmental colleagues and managers within public protection command and colleagues/ officers from outside the command such as Disruption Team and Analytics & Insight.

### External

For the purposes of managing, monitoring and responding to queries from the shared inbox, maintaining distribution lists. The post holder will have contact with external stakeholders such as Network Rail, Train Operating Companies, RSSB, ORR, Home Office police forces, local authorities, public health and other charities.

<b>G Essential Criteria</b>
Qualifications and Training:
<ul style="list-style-type: none"> <li>• Five GCSE's (or equivalent). A - C grade in Maths and English are essential.</li> <li>• Microsoft Excel or similar database system qualification evidenced through work or academic experience</li> </ul>
Experience:
<ul style="list-style-type: none"> <li>• Research/ data administration evidenced either through work experience or educational background.</li> <li>• Experience in using Microsoft Excel for inputting, organising and sorting data.</li> <li>• Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two-way exchange of information.</li> </ul>
Skills:
<ul style="list-style-type: none"> <li>• Excellent organisational, administrative and data management skills with the ability to work accurately and methodically whilst under pressure to meet deadlines.</li> <li>• Strong interpersonal skills with the ability to build effective working relationships with colleagues and work well as part of a team.</li> <li>• Able to maintain a high level of accuracy when carrying out routine tasks</li> </ul>
Knowledge:
Data Protection Principals and Legislation. Freedom of Information principals
Desirable criteria:
<p>A Levels (or equivalent)</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience working within a policing environment and knowledge of law enforcement techniques and practices</li> <li>• Previous experience in using Policing Systems</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of other Microsoft Office packages.</li> <li>• Ability to write clearly and concisely to request accurate information and respond to queries.</li> </ul>
<b>H Additional Information</b>

A flexible approach to working hours is required to meet the demands of the Unit. The post holder may be required to attend courses/ team development days (residential/non-residential), which the Force identifies as being necessary.

The posts are subject to a security vetting process and, the post holder will be expected to develop and enhance the role to adopt best practice for BTP whilst ensuring that a high-quality service is delivered.

**For Panel to complete only:**

**Line Manager Approval:**

**Panel Approval:**

**Date:**