



## **Job Description**

**Title – Dedicated Decision Maker**

**Version - 1 Date - 01.07.2014**

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<b>Post Number:</b>	DB836
<b>Grade /Scale:</b>	4- £20,619 - £22,833
<b>Weekly Hours:</b>	37
<b>Department:</b>	Corporate Services
<b>Status:</b>	Established
<b>Responsible To:</b>	Deputy Force Crime and Incident Registrar
<b>Responsible for:</b>	None
<b>Location Work base:</b>	Beaumont Leys
<b>Job Role /Purpose:</b>	Through flexible and committed team working, you will be providing a high quality service to members of the community, the force, other forces/agencies and partners. You will review crime and non-crime reports to ensure they adhere to Home Office Counting Rules (HOCR) and National Crime Recording Standards (NCRS).
<b>Contacts:</b>	Members of the public, members of the force, outside agencies, other emergency services and external organisations.
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

1. To be qualified to GCSE Grade C or equivalent in English Language or demonstrate experience requiring the use of English Language to that standard

##### **Work Experience:**

2. Demonstrate by example where it has been necessary to review information and initiate appropriate action, adopting a proactive approach to problem solving.

3. Demonstrate by example a situation where your decision making has been challenged and how this was resolved

4. Experience in assisting in the production of accurate reports or documents with attention to detail

**Personal / Interpersonal Skills, Aptitudes:**

5. Effective communication skills, both written and verbal.

6. Work effectively as part of a team to provide a high level of service to both internal and external customers.

**Special Skills:**

7. To be computer literate

8. To have knowledge of equality and human rights issues and be able to demonstrate a commitment to equality.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Work Experience:**

1. To have knowledge of Home Office Counting Rules and National Crime Recording Standards for the recording of crime.

2. To have knowledge of the National Standards for Incident Recording.

3. Have an understanding of criminal law.

4. Demonstrate experience of working in a sensitive and confidential environment.

**Special Skills:**

5. To have a good working knowledge of using Microsoft Word and Excel spreadsheets, Outlook and developing PowerPoint presentations.

6. Knowledge of Management of Police Information (MOPI)

7. Knowledge of legislation relating to the Data Protection Act, General Data Protection Regulation and Freedom of Information Act.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

1. To liaise with and provide a professional service to colleagues across the force, external agencies, other forces and members of the public.
2. To provide an appropriate level of guidance and advice in the effective application of the HOCR/NCRS.

#### **Communication:**

1. To promote positive relationships and confidence with colleagues by delivering a professional service and by initiating the appropriate course of action.
2. Where issues in relation to crime recording/HOCR/NCRS are identified ensure these are referred to the Investigation Management Unit Manager.

#### **Administration:**

1. To deal with defined DDM tasks in respect of crime recording, HOCR and NCRS.
2. To work as directed by the Force Crime Registrar/Deputy Crime Registrar

#### **General:**

1. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
2. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
3. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

#### **Other:**

Be flexible in terms of working location and be prepared to work temporarily at other locations within the policing area, undertaking a similar role.

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### **Personal Values /Competencies**

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-  
minded We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity Impartiality  
Transparency  
Social responsibility

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### **Other**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

1) Recruitment Vetting (RV)

**Car User:** No

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration  
Level

Administration  
Level

Administration  
Level

Clerk Level

Clerk Level

Clerk Level