



## **Job Description**

**Title** - Regional Review Unit Manager

**Version** – 1.3 **Date** – 08/11/2022

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<b>Post Number:</b>	HU071
<b>Grade/Scale:</b>	PO35
<b>Weekly Hours:</b>	37
<b>Department:</b>	Regional Review Unit
<b>Status:</b>	Established
<b>Responsible To:</b>	Head of Regional Review Unit
<b>Responsible For:</b>	Regional Review Officers
<b>Location/Work base:</b>	Beaumont Leys, Leicestershire
<b>Contacts:</b>	Members of the Regional Review Unit, police officers and staff of all ranks and grades, Forensic Science Service personnel, other external agencies.
<b>Suitable for Job Share/Part Time:</b>	Yes
<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.
<b>Job Role:</b>	Responsible for the management and welfare of a team of Review Officers taking the lead on ensuring that the major case / incidents subject of review complies to set standards, is conducted with both integrity and objectivity, has not overlooked investigative opportunities and identifies good practice. Identifying and advising on best practice in the investigation process.

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### **Person Specification**

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

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

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

To be qualified to A level Grade C, or equivalent, in English Language and/or to have demonstrable work experience in the use of English language to this standard.

## POLICE – STAFF

To attend and pass an accredited Review Officers Course within 2 years if not yet attended.

### **Work Experience:**

Demonstrate experience in the management and supervision of staff.

Recent demonstrable experience of working in a crime investigation environment using relevant criminal legislation, force and national guidelines.

Experience in the competent use of Microsoft Office including Outlook.

### **Personal / Interpersonal Skills, Aptitudes:**

Demonstrate excellent communication skills both written and oral.

Demonstrate the ability to assimilate, summarise and critically review information and probe issues that arise.

Able to plan, co-ordinate and organise within both clear financial and time constraints and prioritise workloads accordingly.

Demonstrate a high level of self-motivation and ability to work as part of a team.

Able to supervise staff in an efficient and effective manner, providing clear direction and leadership and develop staff in accordance with their needs and those of the organisation.

Demonstrate a level of awareness of diversity issues appropriate to this role.

### **Special Skills:**

To have a good working knowledge of MIRSAP - Major Incident room procedures, the role of the PIP3 SIO, the PIP 4 role as well as forensic opportunities and techniques that may be applied to major / serious crime investigations.

Demonstrate understanding of data protection and Health and Safety legislation issues

## **Desirable Criteria**

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

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

Has attended and passed an accredited Review Officers course.

### **Work Experience:**

Has a good practical knowledge of HOLMES and the working arrangements of a Major Incident Room including supervision and management roles.

To be trained in and have experience in Investigative Interviewing techniques.

Demonstrate experience or knowledge of carrying out commissioned reviews of major / serious crime investigations and safeguarding reviews.

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

## Core Responsibilities/ Accountabilities

### Operational:

- To manage a team of review officers in an ethical and professional manner ensuring the specific review terms of reference are understood and adhered to.
- To undertake as directed major case / incident reviews ensuring compliance with relevant legislation and National guidelines. Present findings, recommendations and learning of such reviews as directed within agreed time frames.
- Ensure that any prevention opportunities are identified in the review process and reported on.
- Ensure that any investigative opportunities identified in the view process are reported on.
- Ensure that good practices identified in the review process are reported on and promulgated as advice.
- Keep self and team up to date with relevant policy, legislation and guidance concerning investigation of major crime.
- To attend court to give evidence if required.

### Communication:

- To liaise with the Senior Investigating Officer and enquiry team on investigations to facilitate the review process.
- Maintain close links with the Forensic Science Service, other Police Forces and outside agencies to assist with the review process.
- To provide guidance and support to the Region relating to the review of major and serious crime investigations and unresolved cases.
- To prepare both oral and written reports for senior and chief officers relating to the reviews and unresolved cases.

### Administration:

- To administer the requisite office data systems as they develop.

### General:

- To participate in the EMSOU staff development review process and take responsibility for identifying your own professional and career development needs.
- To undertake regular appraisals of your staff in accordance with the force staff development process and take responsibility for helping to address their professional and career development needs
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.
- The post holder will be based at Beaumont Leys but must be willing to work throughout the region on a temporary basis to complete the work of the Regional Review Unit.
- The post holder may also be required subject to the appropriate approval being given to work on reviews outside the East Midlands Region
- Prepared to use own vehicle for work purposes.

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

### 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

### Other

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

Management Vetting (MV)

Security Check (SC)

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration Level
Clerk Level

Administration Level
Clerk Level

Administration Level
Clerk Level