

# JOB DESCRIPTION



<b>Role title:</b>	Derbyshire Capture Officer
<b>Grade and salary:</b>	Grade D £21,018-25,353 (SCP 14-22)
<b>Hours:</b>	37 hours per week
<b>Department or Division:</b>	Operational Support
<b>Location:</b>	Wyatts Way PS, Ripley, Derbyshire
<b>Post reports to:</b>	L&D Sergeant
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>The post holder will be required to achieve and maintain vetting to RV security clearance level.</p> <p>Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application.</p>
<b>Date last reviewed:</b>	09/08/22

## PURPOSE AND DESCRIPTION OF JOB ROLE:

To contribute to road safety in Derbyshire via accurate evaluation and correct disposal of third party video submissions relating to examples of road traffic incidents.

To maintain accurate records of all submissions, comply with MOPI principles, produce statistical analysis, allocate submissions requiring further action to officers on the roads policing unit, produce warning letters and manage the overall operation of Derbyshire CAPTURE.

To attend national dashcam working group meetings and ensure adherence to developments of the process as directed by both local and national requirements.

## SPECIFIC ROLES AND RESPONSIBILITIES:

- Correctly and consistently evaluate third party video submissions of road traffic incidents
- Maintain and where necessary develop spreadsheets to record submissions
- Produce warning letters or create occurrences for allocation to roads policing officers where further action is required. Provide feedback to all submitters of third party video submissions.
- Produce statistical analysis relating to submissions when requested
- Manage the overall operation of Derbyshire CAPTURE including liaison with staff from other areas of the organisation. Attend internal and external meetings relating to the operation of Derbyshire Capture and contribute to the future development of the system
- Deal effectively with queries and complaints generated from submitters
- Ensure meeting of deadlines and submission of documents within agreed timeframes

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- Educated to GCSE Level C/4 minimum in Mathematics and English Language, or hold equivalent qualification, or to have experience and be able to demonstrate equivalent skills and abilities.
- Hold NVQ Level 3 Administration or equivalent qualification and/or proven relevant experience working within the Criminal Justice Systems Environment
- Have a thorough knowledge of current road traffic legislation
- Experience in using Microsoft Excel and Word
- Have an understanding of the management of police information (MOPI)
- Be able to accurately interpret and resolve complaints and have experience of complaint handling
- Must have a strong work ethic and able to demonstrate this
- A good knowledge of Criminal Justice Policies and Procedures

### Desirable:

- PNC trained
- NICHE trained
- Pronto trained
- Understanding of the management of police information (MOPI)
- Previous experience of Derbyshire Capture / Operation Snap
- Full Valid Clean driving Licence
- Recent experience of dealing with road traffic incidents operationally in a roads policing environment

## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.