

JOB DESCRIPTION



Role title:	Casualty Reduction Enforcement Support Team (CREST) File Builder
Grade and salary:	D £21,018-£25,353 (SCP 14-22)
Hours:	Full-time - 37 hour per week (Monday-Friday)
Department or Division:	CREST Operational Support
Location:	Wyatt Way, Ripley
Post reports to:	CREST Investigations and Operations Sergeant
Suitable for job share or part-time:	No
Other considerations:	<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> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p>
Date last reviewed:	4 October 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

The CREST File Builder will work within the CREST Department, assisting Police Officers and CREST Investigators with building of files resulting from Investigations and those from the Process Team. The cases will in the main be as a result of initially speed related issues and offences.

The CREST File Builder will compile files and cases in relation to the offences disclosed for the whole department. They will also complete as appropriate and directed Disclosure for cases. There may be a need to attend court as a witness following completing files and disclosure.

They will also be trained in Police National Computer (PNC) and complete work PNC checks as appropriate on cases.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Recording Crimes reported to or found as a result of investigations team in the course of their duties.
- Processing evidence such as CCTV.
- Dealing with all exhibits in relation to their cases.
- Obtaining investigation disposal advice from a Sergeant and/or CPS.
- Completing Case Files.
- Completing further requests for work from CPS in relation to their cases and or prioritising work to ensure that they are completed on time.
- Communicating verbally or in written form with a wide range of people of diverse backgrounds.
- Writing clear and concise reports.
- To use force systems and databases to input and retrieve data accurately.
- To respond to any telephone, written or electronic enquiry as appropriate from within the organisation or members of the public or partner agencies.
- To produce intelligence products as required.
- To create and update Niche occurrences as required.
- To undertake Disclosure as required.
- To undertake photocopying and filing as appropriate.
- To work in line with current policies and legislation such as Data Protection, MOPI, Lawful sharing of information, Disclosure and Information security.
- Assist with CREST and Operations Division Operations as directed.
- Assist within the CREST Department as required by the Management.
- The CREST File Builders will report to the CREST – Investigations and Operations Sergeant.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Educated to GCSE Level 4/Grade C in English and Maths or equivalent qualification.
- Experience in recording information with a high level of accuracy and attention to detail.
- Ability to communicate to individuals clearly and concisely with a variety of different backgrounds and needs.
- Experience of managing a high workload and prioritising multiple competing responsibilities whilst following set procedures to handle a task.
- Ability to analyse and interpret information and/or evidence.
- Experience of working with minimum supervision and as part of a team with competing priorities, but a shared objective.
- Good working knowledge and ability to utilise Microsoft Outlook, Word, Teams and Excel.
- Be the holder of a full car driving licence.

Desirable:

- Experience of varied data system usage.
- Data Protection (GDPR) knowledge / Qualifications.
- Experience in developing and evolving working practices.
- Ability to deliver written, visual and verbal information in a formal/court setting.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how 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.