



Job Description

Title – Authorised Identification Officer

Version - 2018 **Date -** Dec 2018

Post Number:	JC098
Grade /Scale:	Grade 6 - £25, 062 - £26,802 pro-rata (+12.5% shift allowance)
Weekly Hours:	22.2 hours per week)
Department:	Criminal Justice
Status:	Fixed Term – 12 months
Responsible To:	Force Identification Manager
Responsible for:	N/A
Location Work base:	Euston Street Police Station
Job Role /Purpose:	<p>To undertake identification procedures, including capturing suspect images, compilation of video parades, and the showing of parades to witnesses in the presence of a legal representative.</p> <p>To liaise with operational police officers/staff (including training input), solicitors, other outside agencies, witnesses and courts in respect of identification procedures.</p> <p>To give evidence in court as required.</p> <p>To ensure the Identification Unit provides the highest possible service delivery.</p> <p>To develop an effective and efficient Identification Unit.</p>
Contacts:	Operational police officers, police staff, suspects, witnesses, solicitors, other outside agencies and the courts.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- To be educated to GCSE or equivalent in English Language and mathematics, or be able to demonstrate ability or work experience to that level
- To be educated to ECDL Basic Level or be able to demonstrate ability to the above level by work experience.

Work Experience:

Demonstrates by way of example:

- Demonstrates and displays a positive willingness and aptitude to a changing working environment.
- Demonstrates the ability to communicate effectively with authority and confidence whilst meeting the needs of the audience.
- Demonstrates the ability to identify inconsistencies in information.
- Demonstrates the ability to identify important activities whilst prioritising importance and urgency.
- Demonstrates the ability to act in the organisations best interests and to think through the wider consequences of actions.
- Demonstrates the ability to establish strong working relationships inside and outside the team
- Demonstrates the ability to manage customer expectations.

Personal / Interpersonal Skills, Aptitudes:

- Demonstrates the ability to consider and show respect for the opinions, circumstances and feelings of people, no matter what their race, religion, position, age background, circumstances, status or appearance.
- Demonstrates the ability to provide a high quality service to individuals and the communities we serve.
- Demonstrates the ability to take personal responsibility for making things happen and achieving results, whilst displaying motivation, commitment, perseverance, conscientiousness and a high degree of integrity.

Special Skills:

N/A

Other:

N/A

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

Desirable Criteria

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

Knowledge/ Education (including qualifications):

N/A

Work Experience:

- Demonstrates the ability to produce arguments and recommendations in a well-structured report or written summary.
- Demonstrates the ability to carry out research to identify relevant facts that are not immediately available.
- Demonstrates the ability to concentrate on detail whilst being aware of the overall objectives.
- Demonstrates the ability to ensure that own teams ways of working is in line with the strategic direction of the business.
- Demonstrates the ability to suggest changes to existing systems in order to achieve improvements.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

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

Core Responsibilities/ Accountabilities

Operational:

1. To evaluate files and consider appropriate identification procedures.
2. To prepare supportive documentation for identification procedures.
3. Undertake all administration duties as required in the absence of the administrator.
4. Keep all records updated in a timely manner and undertake system housekeeping as required.
5. To carry out all aspects of identification procedures ensuring integrity is maintained.
6. Prepare and disseminate exhibits in a timely manner.
7. Carry out pixilation and covert still procedures where necessary.
8. To liaise with all concerned parties regarding identification procedures.
9. Assist the ID Unit Manager with amendments to documentation and process taking account of legislative changes and business improvement.
10. To supervise the activities of all parties involved in identification procedures.
11. To assist in performance management of the Identification Unit.
12. To ensure compliance with the legal framework and Force policy at all times as required.
13. To give advice and guidance in respect of all identification procedures.
14. Undertake training of other ID Officers, both from other Forces and internal as required, including input to Force training courses.

Management/Leadership:

N/A

Technical:

1. Take ownership and manage systems such as CIM, Niche, EFIT-V, Promat, NeoFace and CCTV (controlled viewings)
2. Undertake mobile witness showings, EFIT-V etc and duties at alternative sites/addresses.

Communication:

1. To liaise with solicitors, Courts, external agencies and members of the Police Force in relation to processes undertaken within the Identification Unit.
2. To liaise with other Unit members in relation to matters relative to the Identification Unit.
3. To represent the Delivering Justice Directorate at meetings as and when required, in relation to identification issues.
4. To provide advice and guidance to members of the Force in relation to matters relative to identification.

Administration:

1. To take responsibility for personal development, identifying development/training needs in conjunction with managers.
2. To identify development needs of the Identification Unit and ensure the highest possible standard of delivery.
3. To monitor and evaluate the effectiveness of policies and procedures, making recommendations for change to ensure that Best Value and service delivery standards are achieved.
4. To monitor workloads, taking action as appropriate, to meet fluctuation in demands on resources.

General:

1. Actively promote equality of opportunity, work towards eliminating discrimination and

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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:

1. Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force 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

Other

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

- 1) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) ☐ or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) ☐ or N/A

Date line manager checked vetting level needed :

Car User: Yes ☐ / No ☐ - Essential /Casual Allowance {per mile / day etc}:

Budgetary Management: Yes ☐ / No ☐ Budget Value approximate value £

Additional Information:

Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration
Level

Administration
Level

Administration
Level

Clerk Level

Clerk Level

Clerk Level