



## Job Description

**Title** – Identification Unit Manager

**Version - 1 Date - 20/10/2017**

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<b>Post Number:</b>	JC091
<b>Grade /Scale:</b>	SO2
<b>Weekly Hours:</b>	37
<b>Department:</b>	Criminal Justice
<b>Status:</b>	Established
<b>Responsible To:</b>	Chief Inspector Criminal Justice
<b>Responsible for:</b>	5.4 FTE Authorised ID Officers - Grade 6
<b>Location Work base:</b>	Central Leicestershire
<b>Job Role /Purpose:</b>	<ul style="list-style-type: none"><li>• To manage and supervise the identification unit. maximising the opportunities to improve performance in Crime Investigation</li><li>• To ensure the ID Unit is managed in an efficient manner complying with the PACE Act 1984 and Force/Departmental policies.</li><li>• To provide specialist advice to Senior Officers, Crime managers, Investigators and CPS.</li><li>• Responsible for the care and welfare of ID Unit staff.</li><li>• To oversee the running of ID Procedures and giving guidance and advice to officers requiring ID Procedures.</li><li>• To oversee the delivery of ID Training to new recruits and continuation training to se</li></ul>
<b>Contacts:</b>	External Agencies, CPS, Courts, Senior Managers within the Police Service, Solicitors, Officers and Police staff of the Force.
<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 educated to Degree level or demonstrate the equivalent skill level.

**Work Experience:**

2. Demonstrates the ability to constantly monitor and assess progress ensuring people work to decisions and policies.
3. Demonstrates the ability to ensure own team's ways of working are in line with the strategic direction of the business.
4. Demonstrates and displays a positive willingness and aptitude to a changing working environment.
5. Demonstrates the ability to assess and take account of risk and ensure decisions are based on reliable information.
6. Demonstrates the ability to assess the skills of staff to identify and plan for individual and team development needs.

**Personal / Interpersonal Skills, Aptitudes:**

7. Demonstrates the ability to communicate decisions and the reasons behind them with confidence and authority.

**Special Skills:**

8. Demonstrate the ability to carry out audit and quality control checks in line with good practice.
9. Demonstrate an ability to use Microsoft Excel and word packages to produce statistics for senior management.

**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:**

10. Relevant qualification in supervisory management

**Work Experience:**

11. To have previous experience of dealing with the practical problems associated with custody suites.
12. To have experience of being involved in the co-ordination of resources to provide required cover.
13. To have previous experience of dealing with the practical problems associated with identification procedures.

**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:**

- To conduct ID Parades in accordance with the requirements of PACE and Force policy.
- To undertake the role of Designated ID Officer when changes to the Codes of Practice allow.
- To be capable of resolving procedural and PACE issues that may be raised by solicitors regarding identification procedures.
- To identify matters of policy which require changing, updating or amending as necessary.
- To implement changes as agreed by CI (Ops) Criminal Justice.
- To implement and monitor policy approved by the Force Executive Policy Group.
- To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the role. This role description should develop along with the changing demands of policing reflected in the Force objectives and priorities.

### **Management/Leadership:**

N/A

### **Communication:**

- To establish and lead the process of identifying and providing best practice within the ID Unit.
- To consider and research matters of PACE and ensure decisions and interpretations are conveyed to all staff.

### **Administration:**

- To monitor the performance and development of staff, taking welfare, professional careers and personal needs into account.
- To provide up to date identification unit management information to the Criminal Justice Service.

### **General:**

- To identify and resolve issues that may affect the efficient and effective running of the ID Unit.
- To monitor and advise on proposed duties for ID staff.
- To monitor, check, sample and record the standards of work undertaken by ID staff and to liaise with Areas/Departments to constantly improve standards.
- To undertake a regular test of equipment within the ID Unit to ensure an effective and safe operational environment for ID Unit staff, operational Police Officers, legal representatives and detained persons.
- Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

### **Other:**

N/A

*\* 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:**

1) Recruitment Vetting (RV)

2) N/A

3) 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 £ N/A

**Additional Information:** N/A

### Reasonable adjustments

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