



JOB DESCRIPTION

Title – Serious Violence Cohort Co-ordinator

Post Number:	HC171
Grade:	Scale 6 (£27,432 - £29,331)
Weekly Hours:	37
Department:	VCCU Partnerships
Status:	Fixed term contract until 31/03/2023 (with the possibility of extension to 31/03/2025)
Responsible To:	VCCU Partnerships Inspector
Job Role /Purpose:	Identification, co-ordination, implementation and effective running of the targeting and management process in relation to people at risk of violence, develop interventions to improve outcomes, reduce the likelihood of threat, risk and harm. Liaise and forge closer links with partnership work, both locally and nationally
Contacts:	Police Officers and Police Staff at all levels within the BCU and Force Headquarters Departments, other Police Forces, external organisations, suppliers, members of the public, service users (offenders)
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
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.

Essential knowledge:

To be educated to 'A' level standard or equivalent in a relevant subject (i.e. Mathematics, Statistics, and English) or equivalent level qualifications or work experience.

Work Experience:

Demonstrates the ability to ensure that written and spoken communication is accurate and well structured.

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To have experience of preparing and producing complex written research-based reports

To be able to demonstrate skills in proactive and creative research and analytical techniques

Demonstrate an ability to communicate confidently at all levels both orally and in writing

Demonstrate an ability and resilience to work with limited supervision, planning and prioritising own workload and making multi-factor decisions to the required timescales

Demonstrate a proven ability to deal with confidential material

To be able to work individually as well as part of a team

To have experience of where it has been necessary to receive information and make decisions based on circumstances and initiate appropriate action in a dynamic environment

Personal / Interpersonal Skills, Aptitudes:

Committed to Service Delivery -

Demonstrates the ability to provide a high-quality service to individuals and the communities we serve.

Adaptability:

Demonstrate the ability to adapt and able to cope with changes in working practices and procedures

Special Skills:

Demonstrate the ability to use a variety of IT systems for the recording, inputting, retrieving, collating and analysis of data.

** 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:

To be educated to Degree standard or equivalent in the field of statistics or operational research or social science.

Work Experience:

To have knowledge of relevant legislation (i.e. ECHR, RIPA, Data Protection)

To demonstrate an understanding of the National Intelligence Model (NIM)

To have previous experience in the field of target package formulation

To have experience of giving presentations

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Have experience as working part of a diverse team including internal and external partners

Special Skills:

Working knowledge of Police intelligence systems and external databases– Niche, PNC, Genie, Storm, Voters, Court Systems, Libra, PINS, CIM, Sentinel, TABS, Warrants, Phoenix, ECINS, Buddi, IDIOM

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

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

To manage people at the greatest risk of violence by close liaison with Police internal departments and external partners and to assess and highlight people that present a risk to the NPA, Force and partners

To take an active role in multi-agency meetings in order to identify opportunities to target and disrupt the activities of people at the greatest risk of violence. To assess and manage risk posed by people at risk of violence and liaise with relevant partner agencies

To contribute towards internal Police NIM processes by research and representation at Force level tactical meetings

Assisting the development and evaluation of internal, partnership, regional and national management systems

To research, identify and analyse the risk that individuals may present to the NPA and Force. This includes the application of the Cambridge Risk of Harm Matrix

To task and liaise with other internal departments, Police forces and external partners to ensure that relevant threats and opportunities are highlighted and addressed

To monitor and interrogate the Buddi system, inform service users regarding daily maintenance of their Buddi tag and obtain evidence of criminality

Track nominals through the Criminal Justice System and direct Police and partner activities accordingly

Chair co-ordination meetings focused on people at risk.

Communication:

To prepare and produce intelligence packages in relation to the Management of people at the greatest risk of violence and both emerging and current Force threats

To understand what information and intelligence can be disclosed both internally and externally and to disseminate accordingly

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Appropriate use of the NDM in managing and communicating threat, risk and harm to the internal organisation, partners, and other Police forces

To prepare for and attend meetings both internally and externally with other agencies in order to address the management of people at the greatest risk of violence

Prepare for the daily management meeting and contribute accordingly

Administration:

To ensure all intelligence systems are up to date and current

To develop, manage and implement actions arising from multi agency co-ordination meetings in line with tasking and the National Intelligence Model.

General:

Have a good working knowledge of IT systems and be able to demonstrate the ability to interrogate and obtain information from a variety of data systems

Maintain data quality and ensure accurate record keeping

To undertake such other duties commensurate with the post as maybe required for the safe and effective performance of the role and the management of offenders.

This role description should develop along with changing demands of policing, reflected in Force and Area objectives and priorities. To undertake all duties with a sound working knowledge of legislation

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

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

Personal Values / Competencies

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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) Security Check (SC)
- 3) N/A