

# JOB DESCRIPTION



<b>Role title:</b>	Data Quality Officer
<b>Grade and salary:</b>	Grade D (£21,018 – £25,353)
<b>Hours:</b>	37
<b>Department or Division:</b>	Information Management
<b>Location:</b>	Ripley HQ
<b>Post reports to:</b>	Data Quality and Compliance Team Leader
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
<b>Date last reviewed:</b>	January 2023

## PURPOSE AND DESCRIPTION OF JOB ROLE:

The Optimising Data Section is one of a few business units within the Information Management Department; with the aim to support the quality of data within the organisation as well as having responsibility for ensuring the Force operates a victim focussed and consistent system for recording crime.

Working as part of a team, the post holder will provide support to the section, primarily in respect of enhancing and maintaining data quality and achieving compliance with recognised standards such as the Management of Police Information, Data Protection, and the National Crime Recording Standards.

The section operates a flexible working regime to meet the changing needs of the organisation. The post holder will be allocated to duties in any of the business units as required. Within the scope of the listed role responsibilities, post holders should expect to gain experience in different roles for the purpose of continuous professional development.

## SPECIFIC ROLES AND RESPONSIBILITIES:

- Review and maintain police records in accordance with the Management of Police Information (MoPI), Authorised Professional Practice (APP), Home Office rules for the recording of crimes and incidents and Force policy. Deciding on the update, retention and disposal of data and information where required and in accordance with agreed procedures.

Use professional judgement to receive, research, identify, and review data and information; grading, encoding and linking it accordingly, checking for accuracy, completeness and reliability and making judgement on the priority of records for review.

To assist in the undertaking of systematic and independent audits of computer applications and other information systems to determine compliance with legislation, national standards, policies and procedures.

To assist in undertaking system security checks, risk assessments and the preparation of operating rules and procedural documentations.

To act as Dedicated Decision Maker as determined and authorised by the Crime Registrar under the Home Office Crime Recording Rules.

Contribute and participate in the creation and delivery of guidance, training and the dissemination of information and advice on data quality legislation, national standards on data quality and crime and incident recording, Authorised Professional Practice, policies and procedures across the organisation.

To liaise with system owners and relevant staff to resolve provenance issues, conduct interviews, collate evidence and undertake such research as is necessary for the effective provision of compliance advice.

To promote good practice and affect organisational culture towards data quality and integrity.

To participate as required in the planning and implementation of the Force's information management continuous improvement plan.

To prepare documents, management reports and returns as required and provide advice and guidance to enquirers on matters within the post holder's responsibilities.

To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

---

## **SKILLS AND EXPERIENCE REQUIRED:**

### **Essential:**

Ability to maintain systems and accurate records including researching, creating, collating, and cross-referencing a variety of data and information with a high level of accuracy.

Ability to assimilate, assess, evaluate, interpret, and prioritise a variety of complex information leading to effective decision making.

Demonstrate a good standard of grammar and spelling.

Ability to plan and organise own workloads, ensuring targets and deadlines are met whilst being detail conscious with minimum supervision.

Ability to contribute to, and work within, a supportive team environment to solve problems and make decisions.

Experience of providing specialist advice and guidance to customers.

Ability to undertake administrative duties, including the preparation of correspondence, contracts and agreements, reports, memoranda and management information including statistical tables and graphs.

Ability to work with information technology and associated systems.

### **Desirable:**

Able to contribute to continuous service development.

Knowledge of the Criminal Justice system and environment.

Knowledge, understanding and application of relevant legislation and statutory guidance.

---

## **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.