



Job Description

Title: Senior CCU Data Administrator

Post Number:	KC191
Grade /Scale:	5 (25,758 - £27,690)
Weekly Hours:	37
Department:	Counter Corruption Unit
Location Work Base:	Tigers Road Leicester
Status:	Established
Responsible To:	Detective Sergeant CCU / PSD senior management
Job Role/Purpose:	To ensure that an efficient administration function is provided to the investigation team.
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.
Contacts:	Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.
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 A Level standard or equivalent in English Language or demonstrate work experience requiring the use of English to that standard.

Work Experience:

To demonstrate experience of using Microsoft Office products and having excellent keyboard skills

POLICE – STAFF

To demonstrate experience of information collection and presenting in written format and Microsoft programmes.

To demonstrate the ability to identify and modify system processes to improve the performance and capability of the CCU

Personal/Interpersonal Skills, Aptitudes:

Evidence an ability to work with limited supervision by planning and prioritising your own workload to meet relevant time scales

Special Skills:

To demonstrate the ability to adapt to using different IT applications

To support CCU staff by ensuring they are equipped with the necessary software / applications to fulfil their role.

Other:

Be flexible in terms of working locations and be prepared to work temporarily from a variety of locations within the Force area to assist in meeting operational demand

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

Desirable Criteria

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

Work Experience:

To have experience and understanding of police intelligence systems and databases

To demonstrate experience of working in a confidential and sensitive environment

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

Core Responsibilities/ Accountabilities

Operational:

To manage and administer the Crimson intelligence database and ensure the efficient recording of CCU investigations, intelligence and other relevant business streams i.e. notifiable associations, business interests, gifts and gratuities and procurement

To manage force business interests, providing advice and guidance to officers and staff to ensure compliance with departmental policy and procedure

To manage the force gift and gratuities submissions in accordance with departmental policy and procedure

To liaise with the software providers of Crimson for the purpose of reporting problems, identifying fixes and improvements and the general maintenance.

To manage and administer the CCU confidential driver to ensure appropriate function of CCU investigations and business streams

To prepare the PNC audit in order to support the investigative team

To provide administrative support to the CCU, tape transcription or criminal / misconduct files etc.

Where required administer historic CCU databases Clue and Holmes

To support the force vetting / HR departments by reviewing relevant IT systems and recording and reporting key findings.

To support the investigation team by conducting relevant systems checks and reporting key findings

To hold responsibility for the CCU inbox and take ownership of all enquiries

Communication:

To liaise with police officers and staff regarding business interests, gift and gratuities and notifiable associations

To liaise with system software providers.

To liaise with the CCU and PSD management team to provide administrative support

To maintain the highest level of confidentiality and discretion whilst maintaining and updating relevant databases.

Administration:

Maintain records in accordance with national, local and departmental policy and procedure

To administer and manage the CCU confidential drive

To attend at CCU meetings, (or if necessitated) PSD meetings, minute take, transcribe draft minutes for approval and distribute copies of approved minutes.

To fully transcribe all interviews, BWV footage, control room recordings and any other transcribing requirement by the CCU

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

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

Personal Values /Competencies

The competency and values framework set 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
- Public Service

Other

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

- 1) Management Vetting (MV)
- 2) Security Check (SC)