



ROLE PROFILE

Role Title:	RIPA Compliance/RRD Officer
Department/Unit:	Covert Authorities Bureau
Rank/Grade:	SO1
Reporting to:	Covert Authorities Bureau Manager
Main purpose of the role:	To process applications from numerous departments within Bedfordshire Police and ERSOU for surveillance authorities ensuring they meet the criteria for necessity and proportionality. Give advice where necessary on the completion of applications. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

Key Responsibilities	
<ul style="list-style-type: none"> • Checking and processing RIPA/IPA requests for various surveillance tactics from force personnel, ensuring the applications are lawful, necessary and proportionate prior to submission to the authorising officer. • Assisting during the annual IPCO inspection. • Developing and maintaining a good knowledge of the legal requirements of the Regulation of Investigatory Powers Act (RIPA) and IPA 2016. • Providing specialist advice to force personnel to ensure that personnel comply with RIPA/IPA, providing specialist advice on RIPA/IPA opportunities. • Managing data of a sensitive nature including Professional Standards Department/Anti-Corruption Unit enquiries • Provide specialist training to others to assist with compliance. • Attending regional seminars as and when required. • Take part in the out of hours on-call rota for urgent oral authorities. • Providing primary or secondary support for RRD (review and retention of data), dealing with the force's obligations to RRD and ensuring compliance to the BCH policy/SOP's, as dictated by the CAB manager. <p>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.</p>	

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Psychological Assessment	Not applicable
Return on Investment	Minimum time in post to be three years
Homeworking or Agile Working	Not applicable

Entry Requirements
<ul style="list-style-type: none"> • Completion of probation period and able to demonstrate a detailed working knowledge of RIPA Act 2000, IPA 2016, Police Act 1997. • Investigative background with a working knowledge of police procedures. • Knowledge and experience of covert tactics and techniques. • Must have a good standard of written and verbal communication for correspondence and reports and be able to speak with people face to face and over the telephone.



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- Computer skills including experience of data input and data management.
- Must have attended Community & Race Relations Training Course.
- Must have completed Human Rights Training.
- Must have excellent communications skills and attention to detail.
- Must be able to work as part of a team and unsupervised.
- Must have a working knowledge of CHIS and CHIS legislation.
- Working knowledge of Charter.
- Knowledge of intelligence and covert policing tactics.
- Working under pressure and to deadlines.

Any other General Requirements/Scope

- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder will be required to be part of an on-call rota.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- To take on the role of evacuation marshal if no volunteers come forward in the post holder's work location.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.