



## ROLE PROFILE

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| <b>Role Title:</b>               | <b>Deputy Force Crime Registrar</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Rank/Grade:</b>               | <b>A5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Job Family:</b>               | <b>Business Support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Reporting to:</b>             | <b>Force Crime Registrar</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Main purpose of the role:</b> | To manage, control and develop the staff and work of the <b>Crime Audit Team</b> to ensure the effective delivery of <b>NCRS and HOCR audit</b> . To assist the Force Crime Registrar in providing advice and promoting good working practices across the force ensuring compliance with the common national standard for crime recording and Home Office counting rules and to ensure processes comply with Force policy, legislation and national standards. |

| <b>Key Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
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| <ul style="list-style-type: none"> <li>Direct, lead and manage the workload of the <b>Crime Audit Team</b>, prioritising their workload, monitoring and auditing activity to ensure that crime recording and business processes complies with the Force policy, legislation and national standards.</li> <li>Analyse the crime audits and prepare statistical products for delivery at strategic and operational management meetings across the force.</li> <li>Act as a point of reference for the detailed interpretation and application of the counting rules, both generally and in individual cases, having authority to agree amendments to crime records where counting rules have been misapplied.</li> <li>Develop the Force crime recording audit plan, supervising its' implementation by the Audit Team, in order to ensure that controls and measures exist to ensure the appropriateness and accuracy of crime recording data and the accuracy of Force performance statistics</li> <li>Provide specialist advice and guidance to senior officers, including the Chief Constable, on crime recording matters.</li> <li>Assist in the delivery of a range of training to police officers and police staff, including Crime Investigation and Crime Recording operators, on the practical use of the Home Office Counting Rules, in order to improve the accuracy of crime recording across the Force.</li> <li>Represent the Force nationally and regionally on a range of Home Office forums in order to provide Force representation and to participate in further development and application of the National Crime Recording Standard.</li> <li>Assist in the preparation of responses to other organisations on behalf of the Force, in order to ensure that chief officers are well informed and that the Force response to crime recording matters is timely and appropriate.</li> </ul> |  |

| <b>Financial e.g. limits/mandates</b>                  | <b>Non-financial e.g. staff responsibility</b>                                                             |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>None</li> </ul> | <ul style="list-style-type: none"> <li>Line management responsibility for staff and/or officers</li> </ul> |

|                                 |                 |
|---------------------------------|-----------------|
| <b>Agile Working</b>            | To be confirmed |
| <b>Psychological Assessment</b> | To be confirmed |
| <b>Return on Investment</b>     | To be confirmed |
| <b>Limited Duties</b>           | To be confirmed |

| <b>Entry Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"> <li>Experience of the Home Office Crime Counting Rules and an understanding of the National Crime Recording Standard.</li> <li>Advanced investigative, information searching and analytical skills to identify problems, patterns or trends</li> <li>Experience of audit work</li> <li>Excellent verbal and written communication skills</li> <li>Knowledge of police environment and policy</li> <li>Experience in managing and developing audit teams</li> </ul> |



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- Proven ability in a wide range of computer systems, databases and spread sheet packages

### Any other General Requirements/Scope

- This role requires the post holder to have the ability to travel as they will need to travel to different locations across Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- 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.
- Following appropriate training, 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 is subject to 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.



## ROLE PROFILE

### 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.