



JOB SPECIFICATION

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Force Identification Bureau
Generic Role Profile:	ID Bureau Officer
Salary Band:	Scale 4 plus shift allowances and bank holidays on a rota
Operational / Non Operational Role	Operational
Vetting Level:	
Reporting to:	Force Identification Bureau Supervisor
Specific Role Purpose:	
Key Responsibilities:	• Suspect image capture at Police premises • Suspect image capture at various Prison locations across the Force other Force areas using the Identification Bureau vehicle • Compile Witness Albums to current legislation • Foil image capture, including use of portable equipment at location across the Force • Format and compile Video procedures including “covert” parades and those including the concealment and or replication of distinctive features. • Conduct Video Witness Viewings, including those requested by external Forces and Agencies at locations across the Force • Conduct Group Identification procedures at locations across the Force • Production of Video Identification packages for operational staff • Completion of relevant statement and reports • Advise Police Officer and Staff in relation to both technical and legal aspects of the Identification process • Deliver Identification training to Police Officers and Staff across the Force • Quality assure images captured by operational personnel • Ensure that Identification equipment is maintained to a suitable standard at all locations • Prepare evidence and attend court and give evidence when required

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Date:
Version:

Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	Computer literate with an understanding of Photoshop Good written communication skills Interpersonal skills at a high level in a face to face situation with an ability to be assertive. Initiative and self-discipline Have a valid driving licence with category B manual grade
Desirable:	It is desirable that the candidate has a working knowledge of PACE Code D and related policy and procedure An understanding of Identification software applications eg: PROMAPS Ability to work under pressure with competing demands
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	Has ability to manage own workload, prioritising tasks to enable deadlines to be met. Demonstrates a high level of understanding of and commitment to diversity and equality as they relate to staff, colleagues and/or members of the public. Displays respect for the needs and feelings of others
Desirable:	Effective communication and presentation skills. Able to provide data, analyse trends and advise accordingly. Partnership working experience – internal and external.
Hours of Work and Flexibility:	Full time shift rota which includes working weekends and bank holidays. The hours of work are Monday to Friday 08:00 – 16:00 Hours and 13:00 – 21:00 hours and 10:00 - 18:00 Hours at weekends and bank holidays on a rota. The post will attract the appropriate shift allowances.
Agile Work Style: (if applicable)	Not applicable as specialist computer software is required as is a secure working environment due to the nature of the work

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**Restriction
Level:**

The post holder will be expected to conduct prison visits and engage with suspects. Personal safety training to the required standard is essential.

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