



Specific Role Profile

WIDEbanding

This Specific Role Profile 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 in conjunction with the given job family role profile for the post.

ROLE SPECIFIC INFORMATION	
Job title:	Disclosure & Summons Supervisor
Generic Role Profile:	Business Support
Salary Band:	Grade 5
Purpose of the Role:	a) The Traffic Investigation Unit (TIU) is part of the Criminal Justice Services (CJS) department and is responsible for: ➤ Road Traffic Collision administration and Investigation ➤ Third Party Allegations of Driving standard administration and Investigation ➤ Officer Accidents ➤ Third Party Disclosure Reports ➤ Inputting Police Led Prosecution Files b) The Traffic Investigation Unit team leader provides leadership and management oversight of Road Traffic Collisions and Road Traffic Offences including, those that occur on our motorway network. This includes the administration and prosecution of all fixed penalty notices and education course as an alternative to prosecute. c) The Traffic Investigation Unit team leader is responsible for maintaining high quality levels of service to members of the public and stakeholders. d) The post is based at Lloyd House, Birmingham. Working hours are Monday to Friday 36.5 hours per week.
Specific Role Responsibilities	a) Overall line management responsibility for the recording, administration, investigation and finalisation of all none life-changing road traffic collisions. b) Ensuring that the teams are working to the Forces Road Traffic Collision Policy and Information Sharing Agreement which, will be renewed by the manager on a yearly basis. c) Develop effective and efficient processes and policy in order to provide a good service to the public and partner agencies. d) Develop and maintain key performance measures in line with the Policing Plan. e) Working towards the Regional Road Safety Strategic. f) Resolving complaints from members of the public relation to Traffic Investigations. g) Compliance with support from the Service Improvement Team requests for Freedom of Information in relation to Road Traffic Data. h) The administration of PENTIP and CRASH. i) Ensuring enquiries are then carried out expeditiously in accordance with the investigation policy and relevant legislation. j) Delegated authority from the Chief Constable for the service of documents in



	relation to Notice of Intended Prosecution. k) Ensure we are promptly dealing with court orders and other lawful request for third party information in accordance with the Information Sharing Agreement. l) Ensuring evidential integrity and working with PLP, CPS and other departments or agencies. m) Liaison where appropriate with the Serious Collision Investigation Unit, Camera Enforcement Unit, Force Traffic and any other internal department. n) Responding to general enquiries from Victims and witnesses regarding the progress of their incident ensuring the Victims Code of Practice and Witness Charter is adhered to. o) Responsible for managing the budget and income generation. p) Representing the force at national conference and events relating to Traffic Investigations. q) Proactively positively promoting the force strategy and Diversity and Inclusion plans. r) Ensuring health & safety is adhering too. s) Ability to provide key metrics to ensure performance and assurance.
Knowledge Skills and Delivery: (Additional)	Essential – 12 months management experience of leading a team. Desirable - a) 12 months experience of line management within the Criminal Justice Environment b) Experience of working with Road Traffic Legislation, managing teams through change, introducing new IT systems, working with partner agencies such as, Crown Prosecution Service, His Majesty's Courts and Tribunal Service. c) An ability to handle sensitive and confidential information, whilst demonstrating the utmost integrity and professionalism. d) To display a good level of interpersonal and communication skills e) Effective communication skills. f) Ability to be flexible and work in a team environment. g) analytical skills, and the resilience to manage a busy workload.
ROLE SPECIFIC INFORMATION (CONTINUED)	



Knowledge Skills and Delivery: (Additional)	
Hours of Work and flexibility:	The hours of work are 36.5hrs a week, flexible working is possible once agreed by management. Reporting directly to the Head of Traffic Investigation & Police Led Prosecution Department. Duties may vary according to local operational needs.

This role is part of the Traffic Investigation Unit family and has been designated as a Grade 5 post. Roles in this family are characterised by the provision of a range of services in support of the whole of West Midlands Police. The work may involve administrative support, specialist advice, project management and the development and implementation of systems or policy, in order to support the management of the force in achieving strategic goals.

