

Scale 4

Responsible To	CJ PNC Team Leader		
Staff Line Managed	None		
Reviewed by (Manager)	David Pollard	Date	16/11/2018
Purpose of Job	To provide an efficient and effective service in accordance with the National PNC Operating Rules by accurately inputting, analysing, recording and managing data within the Police National Computer system on all matters relating to Criminal Justice proceedings.		
Key Accountabilities	1. To effectively and efficiently Input and ensure data integrity within PNC for a variety of court outcomes with the following bodies: CJ Casework Officers, Custody Officers, Response and Patrol, Neighbourhood Teams, Investigation Team, Her Majesty's Court and Tribunal Service, Probation Service, National Health Service, Disclosure and Barring Unit, Her Majesty's Revenue and Customs and Department for Work and Pensions. 2. Regularly liaise with multiple departments and agencies such as: Home Office, other police forces, Court of Appeal, Her Majesty's Court and Tribunal Service, Licensing Department, Witness Care Units to ensure accuracy of data on PNC for many areas, including bail conditions. 3. Quality assure and accurately record mandated descriptive fields, such as subject address, photograph descriptive, marks/scars, offence codes etc. and amend accordingly on PNC. 4. Provide advisory service to all key internal and external stakeholders to ensure the accurate understanding of PNC requirements. 5. Provide cover until Her Majesty's Court and Tribunal Service court sitting for the day is complete to ensure all urgent data to be input onto PNC is recorded. 6. Ensure Court Orders are recorded on the Record Management System and PNC. 7. Inform the Operational Deployment Team when a Civil Order that requires police action is received to deploy an officer. 8. Liaise with originating forces to ensure fingerprints are accurately recorded onto PNC and transfer ownership of the Arrest Summons Number to Hampshire Constabulary. 9. Act as the Single Point of Contact for Hampshire Constabulary for Microfiche information requests pre 1995. 10. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.		
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.		

	May be called on to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role and comply with the Force Health and Safety Policy and Procedures.
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Deliver, Support and Inspire Level 1 Integrity
Education/Qualifications	Essential: Educated to QCF Level 2 (3 passes) OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s
Experience and Skills	Essential: Minimum 7-12months experience working in a busy office environment. Desirable: n/s
Approved by HR	Julian Kloppenborg, Senior HR Advisor
	Date 04/02/2019
ROLE PROFILE Part3 CPD	

Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	Resolute, compassionate and committed We are Emotionally Aware Level 1 We Take Ownership Level 1 Inclusive, enabling and visionary leadership We are collaborative Level 1 We Deliver, Support and Inspire Level 1 Intelligent, creative and informed policing We Analyse Critically Level 1 We are Innovative Level 1	
Underpinning Values		

	and Open Minded		
	Impartiality		
	Integrity		
	Public Service		
	Transparency		
Initial Development skills for new to role period	Obtain qualification for the PNC Names Enquiry Course and the PNC Updating Course Knowledge of and compliance with:- • Data Protection Act GDPR • National PNC Operating Rules • Computer Misuse Act • Road Traffic Act 1991 • PACE • Relevant sections of Criminal Justice Act and other law relating to Police National Computer • Force Policy on PNC procedures • Human Rights Act • Equality Act 2010 All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.		
Continuing Professional Development			
Career Pathways			