

ROLE PROFILE Part1	Role Title	PNSO FORCE SYSTEMS AUDITOR		Dept /LPA	PNSO	
			VETTING LEVEL	SC/MV		
Grade/Rank	SO1					
Responsible To	PNS Strategic Support Manager					
Staff Line Managed	None					
Reviewed by (Manager)	Gail Usher				Date	24th July 2012
Purpose of Job	To be responsible for ensuring there is a robust audit regime in place for the standard and covert side of the Police National Database and Police National Computer. To supply specialist advice to Hampshire as well as other Police Forces relating to the audit capability of the Police National Database and prepare evidence for expert testimony at Court and Misconduct hearings					
Key Accountabilities	1. To be responsible for the Standard and the Non Standard Services (NSS / Covert) auditing of the Police National Database, ensuring the Force is compliant with the agreed national minimum standard of audit. Ensuring all audit activity is recorded and readily available for external inspection. Representing the Force at national level as the single point of contact regarding Police National Database audit capability. 2. Maintain an effective liaison with the head of National Covert Audit Unit at the SOCA in order to lead the Force by developing and maintaining best practice. To build good working relationships with other force auditors with the aim of protecting the Police National Database as a national asset and mitigating the risk of corruption. 3. Develop a multi layered approach to proactive monitoring through preventative, proactive and reactive audit activities. Escalating issues to line managers or Heads of Department when required. 4. Impart specialist advice up to the rank of ACPO in addition to the Anti Corruption Unit, Professional Standards Department and other members of staff as required regarding the audit capabilities available in particular but not limited to the Police National Database. 5. To reveal and deter the realisation of risk / exploitation of vulnerabilities around information systems by identifying potential misuse of the Police National Database, Police National Computer and RMS. In cases where Force IT systems have been misused, user activities are to be traced and evidenced to hold individuals accountable for their actions. 6. Manage the force audit strategy and work with the Police National Systems Manager and Strategic Boards with the intention of addressing any issues identified that will have a negative impact on the force. Develop force policy and procedure as necessary and make recommendations for anomalies identified in the audit process. 7. Represent the Force by attending regional and national working groups in order to improve and enhance the force audit strategy. 8. The role holder will be required to work closely with colleagues in the Anti corruption Unit and Professional Standards Department and investigate lines of enquiry specific to the misuse of Force IT systems. It will be necessary to compile evidence in a useable and understandable format. 9. To give expert witness evidence at Court and Misconduct tribunals in respect of misuse of the Police National Database and Police National Computer. This will require the role holder to interrogate the audit data available and compile evidence that will form part of an investigative outcome. 10. Carry out audit activities as required liaising with the Anti Corruption Unit in order to assist with enquiries and investigations. 11. 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.		
	The post holder will be required to work to high professional standards, with absolute integrity and professionalism.		
	They will be required to work to and enforce the 'Need to Know' policy in operation within the force.		
	Provide relevant data for use in the strategic TCG process		
	May be asked 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.		
ROLE PROFILE Part2	We are Emotionally Aware Level 1		
CVF Recruitment Competencies	We Take Ownership Level 2		
	We are collaborative Level 1		
	We Analyse Critically Level 2		
	Integrity		
Education/Qualifications	Essential: Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s		
Experience and Skills	Essential: Considerable experience of working within a Police environment. Proven analytical and investigative skills Experience in contributing to business practice / policy and procedures. A clear understanding of the Government Protective Marking Scheme. To have excellent levels of IT skills, in particular Microsoft Excel.		
	Desirable: Extensive audit experience, knowledge of data protection principles and the Force Information Security Policy. Awareness of the Management of Police Information (MOPI). Knowledge of Information Assurance		
Approved by HR	Karen Garrett		Date22/01/09
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 2	
	Inclusive, enabling and visionary leadership		
	We are collaborative	Level 1	
	We Deliver, Support and Inspire	Level 1	

Underpinning Values	Intelligent, creative and informed policing	
	We Analyse Critically	Level 2
	We are Innovative and Open Minded	Level 1
	Impartiality	
	Integrity	
	Public Service	
	Transparency	
Initial Development skills for new to role period		
Continuing Professional Development		
Career Pathways		

Initial Development skills for new to role period	PND Auditors Course, PND Course Release 1 & 2. PNC Courses as determined by the role and any other relevant training such as PNC Guard.	
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		