

ROLE PROFILE Part1	Role Title	MISSING, EXPLOITED, TRAFFICKED COORDINATOR		Dept /LPA	PREVENTION & NEIGHBOURHOODS
		VETTING LEVEL			
Grade/Rank	Scale 6				
Responsible To	Missing, Exploited, Trafficked Children DS				
Staff Line Managed	None				
Reviewed by (Manager)	DI Ross TOMS			Date	22/06/2018
Purpose of Job	To work within the Missing and Exploited Trafficked Team to enhance safeguarding and reduce risk around Priority missing Persons, High risk exploitation of children and unaccompanied children through supporting the team and key partnerships in the identification of child exploitation and contributing to pro-active strategies to disrupt perpetrators of exploitation.				
Key Accountabilities	1. Maintain, review and complete actions from the RMS task box and shared email account. 2. Conduct daily research to report children at risk of exploitation, high risk missing people and repeat missing episodes. 3. Produce research when requested to support pro-active strategies to safeguard children at risk of exploitation and missing episodes. 4. Act as a single point of contact for Long Term Missing cases and provide assistance and expert knowledge for missing person enquiries for both internal and external agencies. 5. Communicate with external agencies such as the NCA and the Home Office in relation to Long Term Missing, Child Exploitation and Child Trafficking matters. 6. Ensure all missing person cases are administered and managed on RMS in line with Force Policy. 7. When appropriate communicate with next of kin of Long Term Missing people, and if directed obtain outstanding information and/or evidence to ensure current APP/FPP policies are complied with. 8. Act as a single point of contact for the force in relation to all CAWN, and C5 notices. Routinely review the intelligence and risk in relation to those persons issued with CAWN/ C5 notices and make recommendations to line management with regards to withdrawal or extension of these notices. 9. Attend Multi-Agency meetings such as the Operational MET groups and provide updates for relevant cases, research relevant systems, make informed decisions, judgements on risk grading, and update RMS. 10. Act as a single point of contact for the force in relation to unaccompanied children entering the UK, ensuring that all information is recorded on RMS and where appropriate communicate with other Law enforcement and partner agencies. This includes the transport of key exhibits such as fingerprints, phones and documentation. 11. Identify, review and make recommendations around the non-compliance of APP or FPP in respect of all MET matters. 12. Make recommendations around the implementation of new processes to ensure we deliver an effective, accountable and professional service. 13. Ensure appropriate flags and RMS administration are in place for MET cases. 14. Develop processes within RMS such as flagging to ensure performance and analytical data relevant to the role is captured. 15. Advise and encourage external partners to submit intelligence on community partner information forms (CPIs) 16. Research and provide performance data in relation to all matters of missing, exploited and trafficked. This includes dealing with freedom of information requests. 17. Provide regular and effective service				

	Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire & IOW 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 role will be attached to the Missing, Exploited and Trafficked team. They will be line managed by a Detective Sergeant and a Detective Inspector. The role will be subjected to an enhanced level of security clearance. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. 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 We Take OwnershipWe are Emotionally Aware Level 1
CVF Recruitment Competencies	We are collaborative Level 1 We Analyse Critically Level 1 Transparency
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: Experience in the preparation and presentation of key reports. Desirable: Knowledge of police organisation, structure and the principles involved in the safeguarding adults and children. The ability to monitor, evaluate and improve working practices. To understand the work of other statutory safeguarding agencies and how to work in a multi agency environment.
Approved by HR	Julian Kloppenborg, Senior HR Advisor Date 13 November 2018