

ROLE PROFILE

Role Title	Nominal Management Case Management Officer	Reporting to	Nominal Management Team Sergeant
Section	Intelligence	District/Department	CTP NE
Tenure		Rank/Grade	Scale 6

Part A – JOB DESCRIPTION

Overall purpose of role	To ensure that nominals of concern to the CT network are identified and managed through a process of intelligence development, research and investigation. Ensuring appropriate risk assessments are undertaken and nominals are subject to timely case management and intervention plans at the appropriate level. To play a pivotal role in partnerships aimed at managing offenders.
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Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. To be responsible for liaison with CT Departments, Policing Districts & Departments, other Counter Terrorism Police Teams (CTP's), Forces and Partner Agencies to identify and manage nominals causing harm to communities across the North East Region. Developing intervention and disruption plans in order to deter and distract those nominals identified as high risk. 3. To develop existing partnerships and develop new ones, both internal and external to the organisation, ensuring that there is timely access to information and resources which will contribute to the management of high risk Prevent nominals. 4. Be responsible for interrogating IT databases and obtaining information from external sources (open source) to provide up to date, relevant intelligence to facilitate the management of these nominals, ensuring compliance with all current legislation and best practice. 5. To produce and maintain Case Management Plans in sanitised or un-sanitised form, disseminating them where necessary and ensuring robust management of nominals as appropriate. 6. To conduct and complete home visits to high risk nominals in order to obtain intelligence and decipher future case management of the individuals. 7. To form part of a Case Management review process, scoring and re-scoring the threat posed to the North East Region communities by terrorist groups. This will ensure that identified NMT nominals aren't continually assessed regarding the risks they pose. 8. Establish and maintain accurate records in relation to Nominal Case Management using appropriate risk and threat Assessments. To ensure that all relevant information is recorded in compliance with MOPI, NPIA guidance, and Force Procedures. 9. Attend conferences and meetings with colleagues, partners and other professionals to progress investigations and ensure information is appropriately shared in order for Partners to understand the CTP NE position and to enable them to ensure vulnerable people are better protected.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Use of numerous computer systems. • Direct reporting to the NMT Sergeant. • Verbal presentation at local, regional and national meetings.

Work/Business contacts

Internal: Police Officers and police staff at all levels, All CTP NE, Districts and Specialist Units/Departments

External: Police and support staff of other CTP Units, Forces, Probation Service, Prison G4s, relevant statutory and non statutory support agencies. NCA, Regional and National Law Enforcement partners.

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

- Previous experience of successful working within an multi-agency environment Essential
- Previous experience of identifying proactive measures to manage offenders Essential
- Previous experience of formal risk management techniques and managing information or intelligence gathering techniques Essential
- Good working knowledge and ability to use a range of computer packages, including Microsoft Office Essential
- Good communication and presentation skills in order to persuade and influence others to achieve goals Essential
- Previous experience of working in a secure environment and implementing security measures, and data protection principles Desirable
- Has an understanding of CONTEST and Prevent Desirable

Other (Physical, mobility, local conditions)

- Has the ability to complete and pass defensive tactics training Essential
- Prepared to undergo management level and security clearance vetting Essential
- Prepared to be rostered onto an on-call rota Essential
- Holds a full, current UK/European driving licence. Essential
- Willing and able to travel across the region and nationally for business purposes. Essential
- Prepared to work such hours as the role demands with changes of duty at short notice. Desirable
- Access to own vehicle and is prepared to use it for business purposes. Desirable

Expertise in Role - After initial development - Level 2

- Efficient and accurate interrogation of all Force computer systems.
- Developed a good working relationship with the Prevent Case Management partners
- Understands and utilises appropriate risk and threat assessment tools
- Demonstrate an ability to manage a caseload of nominals effectively
- Pass appropriate training as required for the role

Structure

Nominal Management Team Sergeant

Nominal Management Case
Management Officer

PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised as an expert in own field.
- Has a detailed knowledge of relevant procedures and practices within the department as a whole.
- Has used and applied knowledge gained to suggest improvements to systems.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	MV and SC vetting.
Date accepted as a role profile	22/8/18