



ROLE PROFILE

Role Title	CAID (Child Abuse Image Database) Supervisor	Reporting to	Digital Forensic Operations Manager
Section	Digital Forensics Unit	District/Department	Protective Services Crime
Tenure		Rank/Grade	SO2

Part A – JOB DESCRIPTION

Overall purpose of role	To be a team leader for the CAID team within the Digital Forensic Unit, supervising day-to-day tasks ensuring an efficient and effective service to the Home Office and other police forces nationally, complying with the national grading system, best practice and legislation.
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Key outputs for role –	
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.	Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
3.	Provide technical support and co-ordinate expert advice to internal and external users of the Child Abusive Images Database to ensure it is used appropriately and effectively to safeguard victims and secure prosecutions.
4.	Working independently, provide national and local advice and guidance to others to ensure the system is compatible with multiple other platforms (such as grading software) and remains effective and fit for purpose.
5.	Provide weekly statistical updates around national performance for management, maintaining and updating databases and providing admin support in order to ensure the system remains effective and adds value to the work of the unit.
6.	Coordinate the testing of the CAID system within West Yorkshire to ensure it stays effective in safeguarding victims nationally, supporting the implementation of new features and setting action/improvement plans where appropriate.
7.	Develop and maintain training and guidance documents, providing informal training to others nationally around the use of CAID to ensure good practice is adopted across the police forces of England and Wales.
8.	Coordinate and release management communications across the national network in order to keep partners informed of important updates ensuring consistent use of and promoting more effective use of CAID.
9.	Manage the workload allocated to the CAID team. Prioritise tasks and actions ensuring they are done within the required timeframe, working to tight deadlines.
10.	Develop and maintain competency in the skills required of a CAID officer to ensure you have full knowledge of the working system. This will allow you to manage actions for the development of the system. This will also allow for you to be involved in the actions if there is a requirement to do so, such as high workloads or critical upcoming deadlines.
11.	Represent end users nationally by engaging with key stakeholders such as the Home Office at a practitioner and management level to ensure key learning is communicated to the appropriate audiences to enable continuous

improvement.

12. Efficiently and effectively meet the requirements of the contract agreement with the Home Office by conducting workload reviews and managing the performance of the staff within the CAID team. You will make effective use of resources to provide the highest level of service delivery, development and continuous improvement.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Supervises the professional content and delivery of the work of currently 4 CAID Officers, with future plans to potentially increase this number.
- Responsibility for handling/processing a large volume of confidential and sensitive information on a daily basis.
- Working to a high level of accuracy to maintain the integrity of CAID

Work/Business contacts

Internal: Police Officers and Police Staff

External: Police Officers and Police Staff, Civil servants, IT professionals

Expertise in Role Required (At selection - Level 1)

- Willingness to undertake and ability to successfully complete training and/or courses required for the role.
- Good knowledge and experience of working in a technical or digital business area
- Ability to share knowledge and learning with others in oral, written and other formats
- Level 3 qualification or above in a technical based discipline or relevant experience in a technical environment
- Previous supervisory/management experience
- Previous experience of providing training on IT systems
- Previous project management experience
- Previous experience of working in a Digital Forensics environment
- Previous experience in the grading of indecent images

**Essential or
Desirable**
Essential

Essential

Essential

Essential

Desirable

Desirable

Desirable

Desirable

Desirable

Other (Physical, mobility, local conditions)

- Physical and emotional resilience to regularly deal with abusive and offensive imagery of extreme violence, obscenity and depravity
- Willingness to undertake and successfully pass management vetting level
- Willing to travel to attend and provide training throughout the UK
- Have valid UK driving licence

Essential

Essential

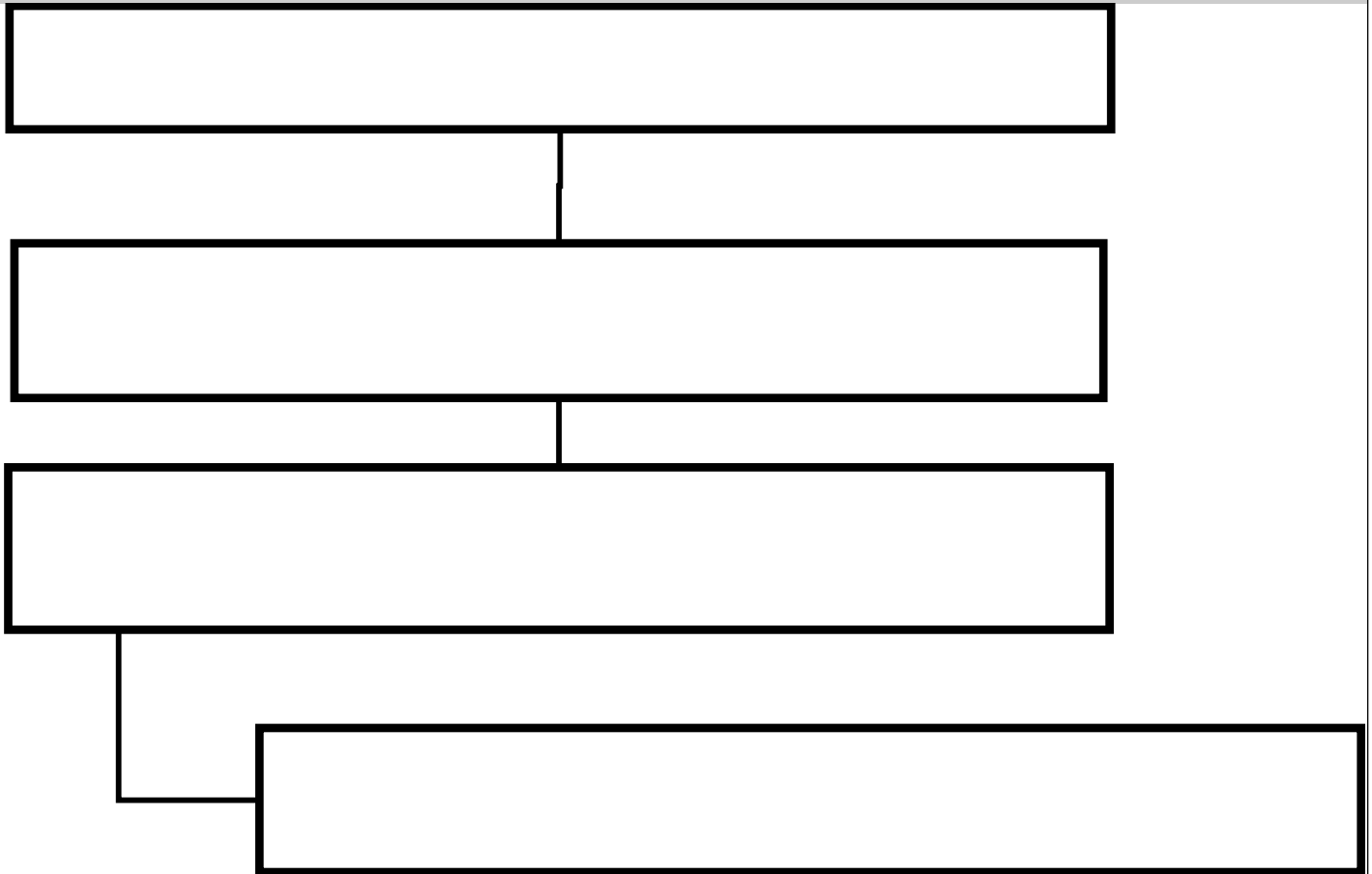
Essential

Desirable

Expertise in Role - After initial development - Level 2

- Has a good knowledge of all relevant departmental and force procedures and policies.
- Passed training courses in relation to CAID and first line management
- Detailed working knowledge of, and ability to operate, computerised databases relevant to the role
- Recognised as an expert in the application of triage on CAID
- Has delivered training to others around CAID

Structure



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 2 – Supervisor/middle manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Be a recognised expert in the field locally and nationally.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to all police buildings Force wide
Vetting Level	Management vetting
Date accepted as a role profile	26 th August 2022