



Role Title	PNC Bureau Supervisor	Reporting to	PNC Development and Interface Manager
Section	PNC Bureau	District/Department	Protective Services Operations
Tenure		Rank/Grade	Scale 6

Part A – JOB DESCRIPTION

Overall purpose of role	To supervise the Police National Computer (PNC) Bureau and International Alert Processes in accordance with policy and legislation ensuring that the Section consistently provides an efficient and effective service to the force and the National Crime Agency (NCA).
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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. 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 advice and guidance in relation to International Alert issues, Supervising and developing processes that manage threat and risk within the Force. Responsibility for day-to-day management of operational International alerts and maintain a real time intelligence and information flow between the force and other countries to aid the prevention and detection of crime. 4. Supervise, monitor and audit the input and extraction of data/information (including warning signals) from a diverse range of local and National IT systems ensuring effective service delivery in accordance with Force/National policy and legislation. 5. Identify areas for improvement in the functions, procedures, processes and working practices of the Section, including any technical changes and make the appropriate enhancements in accordance with force policy and procedure and identify best practice. 6. Handle and resolve complex queries and Police Computer Systems checks providing advice to operational officers and Force Solicitors Office in order to assist in investigations and ensure the consistent and accurate interpretation of information held on Force systems. 7. Responsibility for final decision making in respect of appropriate entries of ACT reports on to PNC and subsequent audit of them to ensure correct level of recording and weeding takes place to prevent wrongful arrest and expenditure to the force.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Direct line supervision for staff • Is recognised as the subject matter expert • Supervisory responsibility for the handling/processing of a large volume of confidential and sensitive information on a daily basis. • Assisting in the development and direction of the work of the Force's International Alert processes • Adhere to National Standards and provide support to other forces when necessary • Operate local and national computer systems including PNC, Niche, Bichard, Visor, Corvus.

Work/Business contacts

Internal: Force Solicitors, Police Officers and Police Staff of all ranks and grades.

External: Members of the public, police and support staff of other forces, PNC Hendon, NCA UK, HM Courts and other appropriate outside agencies.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

- | Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
|---|------------------------|
| • Willingness to undertake and ability to successfully complete IT courses required for the role. | Essential |
| • Knowledge of Data Protection Legislation | Essential |
| • Has a good knowledge of and is able to use computer packages such as Microsoft Office. | Essential |
| • Has a detailed working knowledge of PNC & International alerts | Essential |
| • Ability to review complex information to provide facts | Essential |
| • Has a good knowledge of the Criminal Justice System | Essential |
| • Supervisory experience | Desirable |

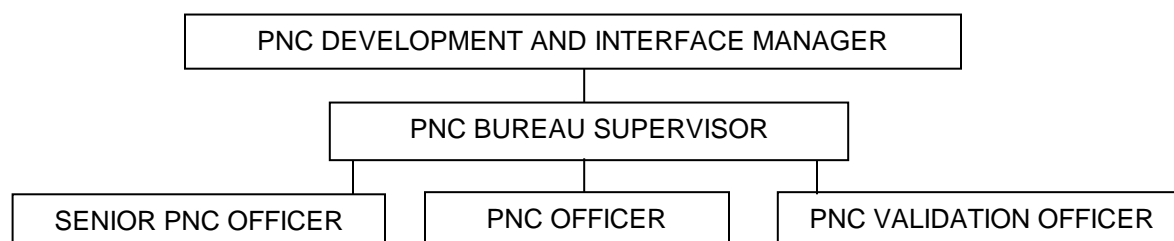
Other (Physical, mobility, local conditions)

- | Other (Physical, mobility, local conditions) | Essential or Desirable |
|---|------------------------|
| • Ability to work a shift rota covering from 9am until midnight on week days. | Essential |
| • Prepared to work flexible hours to suit the requirements of the Section. | Essential |

Expertise in Role - After initial development - Level 2

- Has attended and passed all relevant IT and other courses required for the role
- Has a good knowledge of all relevant departmental and force procedures and practices.
- Has a good knowledge of systems and procedures of the Section and how it fits within the force.
- Has a detailed knowledge of the Criminal Justice System

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)

- Has a detailed knowledge of all relevant departmental and force procedures and practices.
- Has a detailed knowledge of systems and procedures of the Section and how it fits within the force.
- Has a detailed knowledge of the Criminal Justice System
- Is recognised as an expert source of information on all matters related to the work of the Section.

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	21 st July 2020