



<b>Role Title</b>	HOLMES Reader/Receiver (NE CTU)	<b>Reporting to</b>	MIR/HOLMES Manager
<b>Section</b>	Investigations	<b>District/Department</b>	NE CTU
<b>Tenure</b>		<b>Rank/Grade</b>	SO1

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Perform the role of Receiver and or Document Reader within the Major Incident Room. Supervision of all aspects of the MIR and Holmes system to NECTU, the identified six Regional Forces and the National CT Network in the investigation of Counter Terrorism investigations. Perform the role of investigations/intelligence action manager within a Fusion cell activation within the National CT Network. Perform the role of Tacit Clio Administrator to manage and support CT Investigations within this database.
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<b>Key outputs for role –</b>	
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 staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
3.	Act as Receiver in a HOLMES Major Incident Room as outlined in MIRSAP (Major Incident Room Standard Administrative Procedures), working in close liaison with the Document Reader and Office Manager to receive, read and prioritise all documentation submitted to the Incident Room, ensuring that all information and statements are dealt with in line with the Senior Investigating Officer's (SIO's) policies and procedures.
4.	Act as Document Reader in a HOLMES Major Incident Room as outlined in MIRSAP, working in close liaison with the Receiver and Office Manager to ensure all documentation is processed on the HOLMES2 system and graphically marked up in accordance with agreed protocols and that all information and statements are dealt with in line with the SIO's policies and procedures, to assist the successful detection of investigations.
5.	In the event of a Casualty Bureau activation within the North East Region act as CT liaison for the SIM/SIO/CB Manager. Take ownership and control of relevant information and ensure that it is assessed against all CT Databases to make informed risk mitigation management decisions to assist and support the SIM/SIO/CB Manager.
6.	In the event of a major terrorist incident and Fusion cell activation, act as the investigations/intelligence action manager to the SIO/Fusion Cell Manager. Take control and ownership of the action management structure within the Tacit Clio account and direct the actions towards the objectives of the SIO/Fusion Cell Manager.
7.	To manage the creation of Tacit Clio accounts to assist and support the Investigations Department during their overt enquires. Take ownership and control of the account to ensure that decisions are recorded and actions are managed to achieve the objectives set by the SIO.
8.	Manage, monitor, motivate and audit the MIR indexers to ensure a high degree of performance and accuracy within Holmes. Direct the MIR team to provide an effective support function to the Investigation Teams. Take ownership of the MIR indexers training and development needs and implement development needs via the Performance Development Review (PDR) process.
9.	In line with operational requirements, maintain all aspects of the MIR and the HOLMES system in accordance with Force Policy to ensure the smooth running of the incident room. Act as a liaison point with the Met Police, DOI (Director of Information) technicians and support team and the other 4 CTU MIR Hubs. Ensure that all Health & Safety implications are addressed.
10.	Provide system administration for CT Holmes, Fusion cell action management and tacit Clio accounts. Direct which national series the CT Holmes account is linked to. Take ownership in the creation of users and teams on specific incidents or accounts. Manage the MIR staff and ensure their compliance with the Government Protective Marking Scheme (GPMS), Management of Police Information (MOPI), Regulation of Investigatory Powers Act (RIPA), Data Protection Act (DPA) and other procedures and processes to ensure that the integrity

of the data held within the systems are maintained.

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

- Management of 9 Holmes Indexers and a Holmes clerk/typist.
- To take control in the establishment of an Incident Rooms and Holmes account, Tacit Clio account or staff the investigations/intelligence action manager role within a Fusion Cell.
- Manage the creation, direction and ownership of up to 35 Holmes/Tacit Clio incidents per year.
- Take ownership and control of assessing information within a casualty Bureau to manage and assess CT databases to provide risk mitigation advice and support.

**Work/Business contacts**

**Internal:** All employees

**External:** Police Officers and support staff in other Forces. Local, Regional and National CTUs/CTIUs, Outside organisations e.g. NPIA, Unisys, Foreign & Commonwealth Office, Police National Information Coordination Centre, Metropolitan Director of Information.

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

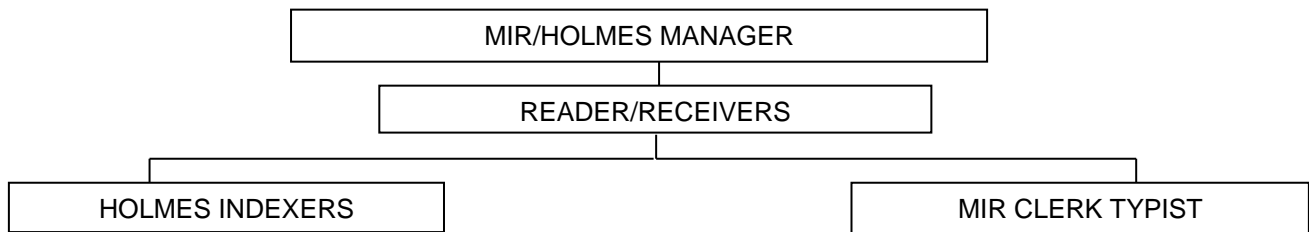
**Essential or Desirable**

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| • A proven supervisor or can demonstrate the ability to supervise staff through experience and/or previous training. | Essential |
| • Proven investigative and/or research skills  | Essential |
| • Has successfully completed or is able to complete a HOLMES Course  | Essential |
| • Has successfully completed or is able to complete a Fusion cell course.  | Essential |
| • Has successfully completed or is able to complete a Tacit Clio administrator's course.                             | Essential |
| • Has good keyboard skills and can use computer packages such as Word, Excel   | Essential |
| • Flexibility in terms of personal circumstances in respect of travelling to various locations within UK             | Essential |
| • Rota requires weekend working  | Essential |
| • To work outside the Force area if required on linked incidents.  | Essential |
| • Detailed knowledge or relevant experience of a HOLMES incident room environment                                    | Desirable |
| • Basic knowledge of Casualty Bureau processes and activation procedures.  | Desirable |
| • Good knowledge of the ACPO MIRSAP, CBSAP and Fusion cell processes/procedures.                                     | Desirable |

**Expertise in Role - After initial development - Level 2**

- Has successfully completed HOLMES course.
- Has successfully completed a Fusion cell course.
- Has successfully complete a Tacit Clio administrator's course.
- Has successfully obtained Team Leader CLDP qualification or equivalent.
- Has completed relevant course in investigating awareness.
- Detailed knowledge and experience of the Casualty Bureau process.
- Detailed knowledge of Force/CTU Procedures/Policies in relation to major incidents (MIRSAP).
- Detailed working knowledge of a HOLMES system/incident administration relating to the creation of accounts and users for the system, (opening, staffing, policy, procedures)
- Has relevant knowledge of force I.T systems (Niche, Outlook, Microsoft Word and Excel)
- Has relevant knowledge of CT systems (National Special Branch Intelligence System (NSBIS), Tacit Clio)

## 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](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)

- Is regarded as an expert with regards to HOLMES2 and Casualty Bureau system administration.
- Detailed knowledge of national and local issues that could impact on major incident rooms.
- Has performed the role of Document Reader and Receiver on various enquiries.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default System/Incident Administration
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	MV and SC
<b>Date accepted as a role profile</b>	2/3/17