

ROLE PROFILE

Role Title	Digital Imaging Editor	Reporting to	Service Delivery Manager
Section	National VIPER Bureau	District/Department	Business Operations
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To deliver a high standard of video and still image editing to meet the requirements of customers via a Service Level Agreement and be compliant with relevant best practice and the law.
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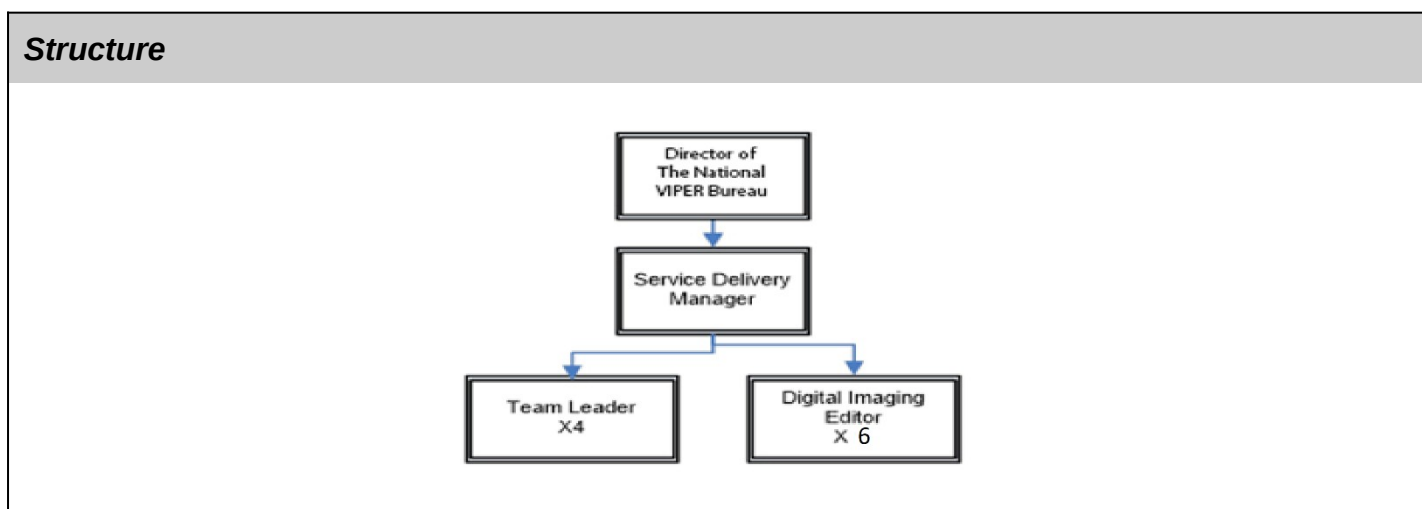
Key outputs for role –	
1.	Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.
2.	Fulfil and deliver requests from users for video identification services by administering to meet relevant standards and the VIPER SLA.
3.	Using digital imaging software, edit still and moving images to a high standard for use in video identification parades at court.
4.	As part of a Level 1 Service Desk for the VIPER service, work as directed by the Service Delivery Manager and/or Team Leader using agreed processes and keep accurate records of work to support VIPER customers.
5.	Follow agreed procedures to prioritise the completion of day to day tasks to reflect customer demand whilst meeting the VIPER Service Level Agreement.
6.	Attend locations around the UK to assist senior colleagues, or singly for basic tasks, to replace or re-configure equipment as per the agreed procedures defined by management to ensure the availability of VIPER sites for users.
7.	Keep accurate records of work and comply with relevant internal policies, procedures in respect of Health & Safety, MOPI, PACE and the Law.
8.	Perform other duties at a comparable level, as required and directed by management.

Dimensions
<ul style="list-style-type: none"> Part of a team delivering over 25000 video identification compilations for over 20 forces across 115 operating locations Assisting with the support of over 100 VIPER sites across the UK and Germany

Work/Business contacts
Internal: Work closely with all other members of the National VIPER Bureau and liaise with other Forces and user groups.
External: Customers of the VIPER system and members of the public to record volunteers images

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> Demonstrated knowledge of computer based video and still image editing techniques and software, studio lighting and cameras. 	Essential
<ul style="list-style-type: none"> Ability to identify the characteristics of visual images and determine how they may be affected to meet published standards for image quality 	Essential
<ul style="list-style-type: none"> A shown aptitude for computer based work and accurate keyboard skills. 	Essential
<ul style="list-style-type: none"> The ability to carry out visual quality control of still and moving images to the meet the VIPER standard. 	Essential
<ul style="list-style-type: none"> Broad-based practical experience or NVQ level qualification in an imaging, IT or equivalent field. 	Desirable
<ul style="list-style-type: none"> Previous knowledge of the VIPER Service and its relevant legislative requirements, the VIPER SLA, customer requirements and published service standards. 	Desirable
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> Physically capable of lifting and the ability to successfully complete a manual handling course. 	Essential
<ul style="list-style-type: none"> Willingness and ability to travel for business purposes. 	Essential
<ul style="list-style-type: none"> Able to work unsociable hours and participate in a call out rota as required. 	Essential
<ul style="list-style-type: none"> Has access to a motor vehicle and is prepared to use it for business purposes. 	Desirable

Expertise in Role - After initial development - Level 2
<p>A detailed knowledge of tasks performed within the VIPER Unit and at remote installations.</p> <p>A basic knowledge of relevant legislation relating to Video Identifications in the countries where the VIPER Managed Service is provided.</p> <p>A basic knowledge of relevant West Yorkshire Police and Departmental policies and procedures.</p> <p>A basic knowledge of developments and techniques within the imaging and IT field.</p> <p>A basic knowledge of the National VIPER Bureau IT Infrastructure and its operation.</p> <p>A basic knowledge of relevant Health and safety legislation/policies and procedures.</p>



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

Select one level

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

- Has identified enhancements to the National VIPER Bureau service and has been part of the team implementing them to enhance the value of the service.
- Has successfully deployed a new VIPER site into a customer force.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	12 th October 2022