ROLE PROFILE

Role Title	CAID Officer (Child Abusive Images Database)	Reporting to	Senior Digital Forensic Investigator
Section	Digital Forensics Unit	District/Department	Protective Services Crime
Tenure		Rank/Grade	Scale 6

Part A – JOB DESCRIPTION

Overall purpose of role	To support the management of CAID by providing a comprehensive update and extraction service for the Force, co-ordinating support for users of CAID across the police forces of England and Wales, complying with the national grading system, best practice and legislation.

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. As the primary triage expert, provide second line 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.

3. 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.

4. 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.

5. Responsible for the testing of the CAID system to ensure it stays effective in safeguarding victims nationally, supporting the implementation of new features and setting action/improvement plans where appropriate.

6. 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.

7. 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.

8. Having overall responsibility for the management of the database, create and manage user profiles on the CAID system to ensure only appropriate and relevant information is retained, monitoring use of the system to ensure CAID is as effective as possible to safeguard victims and assist police in their investigations.

9. 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.

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

- 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: All ranks of Police Officers and Support Staff
External: All ranks of Police Officers and Support Staff, Civil servants, IT professionals

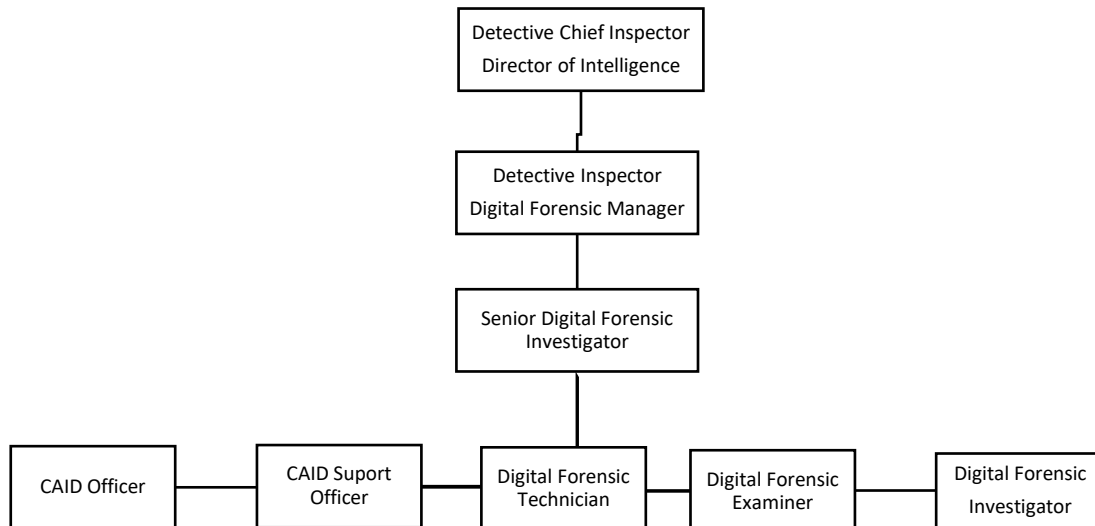| **Expertise in Role Required (At selection - Level 1)**	**Essential or Desirable**
• Willingness to undertake and ability to successfully complete training and/or courses required for the role.	Essential
• Good knowledge and experience of working in a technical or digital business area	Essential
• Ability to share knowledge and learning with others in oral, written and other formats	Essential
• Relevant degree or equivalent experience	Essential
• Previous experience of providing training on IT systems	Desirable
• Previous project management experience	Desirable
• Previous experience of working in a Digital Forensics environment	Desirable
• Previous experience in the grading of indecent images	Desirable
Other (Physical, mobility, local conditions)	
• Physical and emotional resilience to regularly deal with abusive and offensive imagery of extreme violence, obscenity and depravity	Essential
• Willingness to undertake and successfully pass management vetting level	Essential
• Willing to travel to attend and provide training throughout the UK	Essential
• Have valid UK driving licence	Essential

Expertise in Role - After initial development - Level 2
• Has a good knowledge of all relevant departmental and force procedures and practices.
• 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

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                    │  Detective Chief Inspector │
                    │   Director of Intelligence  │
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                    ┌─────────────────────────┐
                    │    Detective Inspector    │
                    │  Digital Forensic Manager  │
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                    │  Senior Digital Forensic  │
                    │       Investigator        │
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│           │ │  Officer  │ │ Forensic  │ │ Forensic  │ │ Forensic  │
│           │ │           │ │ Technician│ │ Examiner  │ │Investigator│
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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)

- 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	03/10/2017