



Role Title	Contact Officer (Advanced level)	Reporting to	Contact Supervisor/Sergeant
Section	Force Contact Unit	District/Department	Operational Support
		Rank/Grade	Scale 4

PART A – JOB DESCRIPTION

Overall purpose of role	To provide a customer focused interface between West Yorkshire Police and the general public and ensure appropriate response to maximise public satisfaction and confidence. To take a proactive role in supporting the development of a One Team approach for first point of contact to support the organisation in delivery of excellent customer service, this will include call handling, incident management and resolution and despatch.
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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. As required undertake key outputs of the entry level scale 3 Contact Officer role profile to ensure efficiency and effectiveness of the Contact Unit.
3. Control, despatch and manage all incidents using all available technology to identify the most appropriate resource, redirecting already committed resources where necessary. Manage multiple spontaneous incidents and pursuits ensuring a timely deployment and maximising safety to officers and the public.
4. Control incidents effectively, listening to talk groups, monitoring and updating Incident Logs and communicating relevant information succinctly using radio discipline. Convey appropriate information to Officers, Supervision and Incident Commanders in a timely manner and actioning instructions given, providing the best service delivery to the public whilst having regard to the Health and Safety of attending officers and others involved.
5. In liaison with CCTV operators, monitor and record CCTV and initiate appropriate responses to ANPR notifications or system alerts for security, crime prevention/detention and safety purposes.
6. When required Operators will work flexibly across the Contact Unit, this will include call handling, incident management and resolution and dispatch to meet Force demand.

Dimensions

- Member of the unit which processes over 750,000 crime & incident reports per annum, approximately 2,000,000 telephone calls per annum.
- You will deal with officers, police staff and the public through a variety of means, for example, telephony, computer systems or radio/airwave.
- In order to maintain our service to the public, business continuity must be maintained at all times, requiring flexibility and multi-tasking within the unit to optimise customer satisfaction.
- Utilise a wide range of systems with Force operating guidelines
- Handling of confidential and sensitive information requiring a high degree of accuracy in processing and a high level of personal integrity within specific time constraints. Such information may come from members of the public who are distressed or under duress.
- Working in a constantly changing environment governed by complex legislation and national standards, e.g. National Crime Recording Standards, Home Office Counting Rules, Codes of Practice and Police National Computer guidelines
- Complying with Force/Health & Safety Policies and Procedures

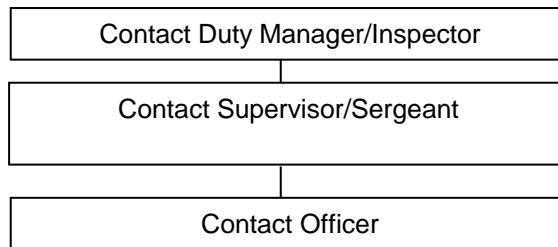
Work/Business contacts	
Internal:	Police Officers and Police Staff of the Force at all levels, to provide information appropriate to the nature of the matter being dealt with.
External:	Members of the public to provide advice, information or a police response. Other police forces to provide information, assistance or to require assistance. Fire service, Ambulance, Social services, Dog wardens, Local Authorities and any other organisation or agency that can support the Force in providing the best service to the public.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Ability to satisfy all the essential requirements of expertise in role level 1 from the entry level Contact Officer role profile	Essential
• Detailed knowledge of all systems used within the communications system e.g. ICCS, Niche etc.	Essential
• Detailed knowledge of procedures and protocols used (e.g. when to record incidents on various systems)	Essential
• Has basic knowledge of the assistance available from specialist support functions and how they can be contacted	Essential
• Has successfully completed all communications training packages	Essential
• Has provided cover to two of the three key areas of business, Call Handling and Incident Management as required.	Essential
• Ability to effectively deal with/resolve incidents	Desirable

Other (Physical, mobility, local conditions)	Essential or Desirable
• Ability to cover shift rota (covering 24 hours, 365 days) as required and a flexible approach to working practices, hours, work location and the ability to commute to work in unsociable hours.	Essential
• Ability to work throughout West Yorkshire as required.	Essential
• Ability to carry out dynamic risk assessments for self.	Essential
• Ability and willingness to travel around the Force for business purposes	Essential
• Hold a current full UK/European driving licence.	Desirable
• Has access to a vehicle and is prepared to use for business purposes.	Desirable

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • Detailed knowledge of procedures and protocols used (e.g. when to dispatch to incidents). • Detailed knowledge of the assistance available from specialist support functions and how they can be contacted • Successfully completed Dispatch course. • Has provided cover to all three key areas of business, Call Handling, Incident Management and Dispatch as required • Ability to effectively command and control multiple spontaneous incidents and pursuits. • Ability to deal with and resolve incidents in line with Force Policy.

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 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to buildings where based
Vetting Level	Recruitment vetting and any additional requirements dependant on post
Date accepted as a role profile	17/10/17