



<b>Role Title</b>	PNC Validation Officer	<b>Reporting to</b>	PNC Bureau Supervisor
<b>Section</b>	PNC	<b>District/Department</b>	Protective Services, Operations
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 3

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To provide an input, interrogate and reviewing service into the Police National Computer. Process internal and external information, inputting data accurately onto the relevant computer system and extracting and validating when instructed.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>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.</li><li>2. To create, update and validate data supplied by Custody, Courts, Police Officers and Non Police Agencies, onto the Police National Computer and NICHE ensuring accuracy and compliance of information in accordance with Data Protection, Force/National Policies and Home Office Counting Rules.</li><li>3. To examine, validate and update the Police National Computer identifying errors in relation to crime records, making necessary corrections to enable the Force to comply with relevant legislation and within Home Office national specified targets.</li><li>4. Interrogate data supplied from the court, input outstanding warrants onto the Police National Computer and update warrant occurrences providing an effective service delivery in accordance with force and national requirements. Provide SPOC function for Warrant enquiries, providing expert advice and resolve queries from police officers and partner organisations.</li><li>5. Handle and resolve difficult queries and National Police Computer System checks, appropriate to the level of enquiry providing expert advice to operational officers in order to assist in investigations and enquiries, ensuring compliance with Data Protection Legislation and information sharing protocols.</li><li>6. Responsibility for creating, updating and validating data supplied by Judicial Services and non-police agencies on a variety of National and local computer systems in respect of court bail, charges laid at court and court results ensuring quality assurance of data supplied and interrogating where necessary to protect the public and to avoid wrongful arrest.</li><li>7. To identify outstanding &amp; erroneous records requiring amendment, contacting the appropriate person / department / organisation to obtain additional information, working within strict time constraints in order to ensure correct and timely transmission to PNC in compliance with national requirements.</li><li>8. To highlight reoccurring themes in relation to data integrity and procedural issues for consideration and action by the PNC Bureau Supervisors</li></ol>

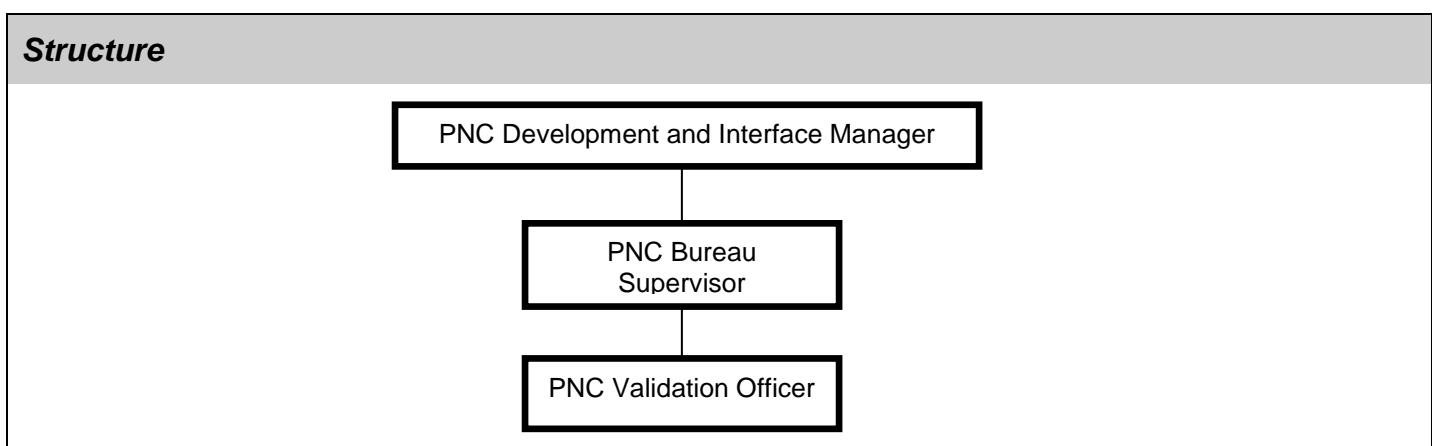
<b>Dimensions</b> ( <i>Financial/Statistical/Mandates/Constraints/No. of direct reports</i> )
<ul style="list-style-type: none"><li>• Handling and processing custody records and transactions</li><li>• Responsible for processing court results, warrants, disqualified drivers and non-police agency prosecutions</li><li>• Responsible for updating PNC in order to meet national targets</li><li>• To adhere to National Standards re performance</li><li>• Work to a high degree of accuracy and integrity, in a heavily legislated and constantly changing environment due to Government Legislation and Initiatives</li></ul>

<b>Work/Business contacts</b>
<b>Internal:</b> Police Officers and Police staff at various levels in District and Departments

**External:** Magistrates Courts, Crown Courts, CPS, other Police Forces, Non Police Agencies and Home Office Agencies

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Willingness to undertake and ability to successfully complete IT courses required for the role.	Essential
• Good working knowledge of, and ability to operate, computerised databases	Essential
• Ability to recognise inconsistencies in information	Essential
• Has a basic knowledge of the Criminal Justice System	Desirable
• Basic knowledge of PNC policies, procedures and legislative requirements	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Prepared to work flexible hours to suit the requirements of the section	Essential
• Ability and willingness to work flexibly in order to support the work of the department	Essential
• Willingness to undertake and successfully pass management vetting level	Essential

<b>Expertise in Role - After initial development - Level 2</b>
• Has a good knowledge of all relevant departmental and force procedures and practices.
• Has successfully passed all required IT courses for the role
• Detailed knowledge and ability to operate, interrogate and extract to National and Force Computer Systems.
• Has good knowledge of the force structure and where the bureau fits within the Department and the Force.
• Has knowledge of the Criminal Justice System, Data Protection Act and Management of Police Information (MOPI)



## **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 1 –Practitioner

## **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 department and how it fits within CJS and the force.
- Is recognised as an expert source of information on matters related to the work of the department.
- Ability to discuss and resolve matters with a range of non-police agencies

## **PART D - ACCESS & VETTING**

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