

## ROLE PROFILE

<b>Role Title</b>	Identification Image Co-ordinator	<b>Reporting to</b>	Service Capability Manager
<b>Section</b>	National VIPER Bureau	<b>District/Department</b>	Office of the Police and Crime Commissioner (OPCC)
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To ensure the National VIPER Bureau Volunteer Database is maintained and enhanced to meet the requirements of users and support the delivery of the VIPER service to meet the SLA
--------------------------------	---

<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. Liaise with forces and members of the public to acquire images of volunteers for the database providing payment where agreed in line with force policies</li> <li>3. Ensure the quality of the images recorded meets approved standards and provide assistance to colleagues within the National VIPER Bureau when required.</li> <li>4. Provide technical expertise in relation to video and still images and assist in the delivery and evolution of the VIPER Service.</li> <li>5. Test and evaluate new procedures, software and hardware as part of continual service enhancement programmes to improve the service.</li> <li>6. Edit still and moving images in compliance with relevant department and other approved standards.</li> <li>7. Conduct the training of colleagues and external customers in support of the VIPER service.</li> <li>8. Plan, construct and test remote VIPER sites to record images to meet agreed standards.</li> <li>9. Produce accurate documentation in support of the National VIPER Bureau service and maintain compliance with Data Protection and other relevant legal requirements and industry best practice.</li> </ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>• Be responsible for the carriage, security of up to £5000 in relation to database enhancement payments.</li> <li>• Part of a team delivering over 43,000 video identification compilations for over 30 forces across 115 operating locations</li> <li>• Assisting with the support of over 100 VIPER sites across the UK and Germany</li> <li>• Support the training of 100 VIPER Trainers and 1500 VIPER Users</li> <li>• Develop the National VIPER Bureau Volunteer Database of over 35,000 images</li> </ul>

<b>Work/Business contacts</b>
<p><b>Internal:</b> Police Officers and support staff up to ACPO level to serve individual needs for advice and support.</p> <p><b>External:</b> Members of other Forces as customers and to exchange expertise; Company representatives, to seek technical information and organise demonstrations to compare and evaluate equipment. Specialist personnel from non-Police sources to gain information.</p>

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
Detailed knowledge of image editing and associated hardware and software.	Essential
Basic knowledge of lighting for photographic or video recording purposes	Essential
Broad-based practical experience or recognised formal qualification in an imaging, IT or equivalent field.	Essential
Has the ability to manipulate images to an advanced level.	Essential
Ability to identify the characteristics of visual images and determine how they may be affected to meet published standards for image quality	Essential
Demonstrated knowledge of conducting testing and documenting results and procedures.	Desirable
Demonstrated knowledge of training others in the use of computers and software	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
Able to work ad-hoc unsociable hours and work away from home overnight to attend recording sessions.	Essential
Has a full current UK/European driving licence.	Essential
Ability to successfully complete a manual handling course	Essential

<b>Expertise in Role - After initial development - Level 2</b>
<ul style="list-style-type: none"> <li>• Detailed Knowledge of PACE Identification legislation and requirements</li> <li>• Detailed knowledge of VIPER Unit policies, procedures and documentation.</li> <li>• Detailed knowledge of the operation of image editing equipment.</li> <li>• Demonstrated experience of delivering training in support of the VIPER Service</li> <li>• Demonstrated experience in the organisation of events to enhance the content of the volunteer database.</li> <li>• Demonstrated knowledge in the conduct of testing procedures and preparation of documentation</li> <li>• Knowledge of relevant Force computer systems.</li> </ul>
<b>Expertise in Role - Advanced - Level 3</b>
<ul style="list-style-type: none"> <li>• Has significantly contributed to projects to develop VIPER within the UK Police Service</li> <li>• Is a recognised source of expert advice relating to VIPER processes</li> </ul>
<b>Structure</b>
<pre> graph TD     Director[Director of VIPER] --&gt; SCM[Service Capability Manager]     SCM --&gt; BCM[Business Change Manager]     SCM --&gt; CSM[Customer Services Manager]     SCM --&gt; IICo[Identification Image Co-ordinator]     SCM --&gt; CSOff[Customer Services Officer] </pre>

## 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)

#### **Select one level**

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### **Expertise in Role (Advanced - Level 3)**

- Has significantly contributed to projects to develop VIPER within the UK Police Service
- Is a recognised source of expert advice relating to VIPER processes

### **Standard IT Access**

Default

### **Police Building – Perimeter and Zone Access**

Perimeter Access to Police Buildings where based

### **Vetting Level**

Recruitment Vetting

### **Date accepted as Role Profile**

21 June 2011