

POST TITLE:	Designated Decision Maker
GRADE:	E
DIRECTORATE:	Local Policing – Public Contact
RESPONSIBLE TO:	Resolution Centre Manager
LOCATION:	Stratford/ Warwick
JOB PURPOSE:	To review high risk crime and incident recording ensuring compliance with standardised crime policies and procedures, and approve finalisation of all detected crime.

MAIN RESPONSIBILITIES:

- To review crime and incident reports during the initial Athena QA process which are assessed as high risk using the THRIVE model ensuring quality and compliance with Home Office Counting Rules (HOCR) and National Crime Recording Standards (NCRS), and related information in line with current Annual Data Requirements (ADR).
- 2. To provide support to the Investigation Management Unit (IMU) team with crimes/incidents during the initial QA process.
- 3. To review detected crimes to ensure all appropriate investigations have been completed and the correct outcome applied and compliant with HOCRs and NCRS related information in line with current ADRs.
- 4. To act as single point of contact (SPOC) for day to day HOCR / NCRS advice, enquiries and compliance.
- 5. To act as the Designated Decision Maker for all activities within the HOCRs which can only be authorised by a DDM.
- 6. To undertake other duties commensurate with the nature, level of responsibility and grading of this post.

Special Conditions:	Weekend Working and unsocial hours as necessary.
	The duties of this post involve occasional exposure to material containing explicit information concerning sexual offences and child abuse.
	Will be required to wear a Uniform
Security level:	Recruitment Level Vetting (RV)

PERSON SPECIFICATION

Knowledge:

- 5 A-C grade GCSE's (or equivalent) including English Language
- Knowledge of National Standards of Incident Recording, National Crime Recording Standards and Home Office Counting Rules
- An understanding of relevant legislation (e.g. Data Protection Act, Criminal and Common Law) and its application.

Experience:

- Proven experience working in a busy crime management environment to include managing criminal investigations
- Proven ability to work to strict deadlines managing a high and diverse workload

Key Skills:

- Excellent communication skills both orally and in written form with a wide range of people
- Ability to evaluate information, making informed decisions based on knowledge
- Competent in the use of IT including Microsoft packages or equivalent

BEHAVIOURS

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- Resolute, compassionate and committed
- Inclusive, enabling and visionary leadership
- Intelligent, creative and informed policing

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF:

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SPECIAL CONDITIONS CHECKLIST: POLICE STAFF POSTS

Section 1: Allowances	Yes	No
Shift working		X
Weekend working	X	
Unsocial hours	X	
Night working		X
On Call		Х

Section 2: Other conditions	Yes	No
Regular travel throughout the Warwickshire Policing area		X
Politically Restricted post		Х
Warranted powers		Х
Uniform	X	

Section 3: Health and Safety Risk factors	Yes	No
Frequent Physical Effort required		Χ
(give brief details).		
Exposure to disturbing/unpleasant images or tasks	X	
(give brief details).		
Unpleasant Working Conditions		Χ
(give brief details).		
Medical examination		Χ
Hearing test		X
Eye sight test		X
Night worker		Χ
Lone working		Χ

Section 4: Security Level	Yes	No
Counter Terrorist Check (CTC)		Χ
Management Vetting (MV)		Χ
Recruitment Level vetting (RV)	Χ	

Section 5: Additional responsibilities	Yes	No
Fire Warden		Χ

Section 6: Mandatory Training requirements (please list)
Induction
STORM
Athena
NCALT packages (Mandatory)
HOCR
Athena PNC access
IMU training package (internal)