



HUMBERSIDE POLICE Role Requirement



HR Services
putting people first

Position Title: Domestic Abuse Coordinator

Grade: Constable/Detective Constable

Vetting Level: RV

Overall Purpose of the role: To undertake a wide range of administrative and support tasks, ensuring an efficient and effective service to victims of Domestic Abuse. Liaising with officers, victims and partner agencies to maximise the safety of victims and family members.

Main Tasks

1. Accesses, researches and maintains relevant force information systems, utilising information and intelligence to ensure that opportunities to safeguard individuals and manage offending behaviour are maximised, ensures that data quality on the appropriate systems is kept to the highest standard, taking remedial action as appropriate.
2. Manages and updates the logs within the Domestic Abuse Control Area, directing to the appropriate resource
3. Contact victims of Domestic Abuse carrying out initial safeguarding, recording all advice given. Where crimes are identified these should be recorded as such in an expeditious manner in line with crime recording guidelines.
4. Referrals to be made to partner agencies sharing information to safeguard and support victims of Domestic Abuse.
5. Liaise directly with front line officers attending victims of Domestic Abuse giving advice to maximise safety of victim and family members.
6. Carry out secondary risk assessments.
7. Offers support and guidance to colleagues to enhance knowledge of DA, giving the upmost service to victims. Actively supporting criminal investigations by offering support and guidance to investigation officers.
8. Regularly make visits to victims of Domestic Abuse, sometimes at times of crisis.
9. Manages cases through the Domestic Violence Disclosure Scheme. Completes face to face meetings with victims and carries out disclosures.
10. Prepares paperwork and attends court when required to present the Domestic Violence Protection Orders.
11. Maintains contact with partner agencies to keep sight of the victim, recording progress or disengagement, looking at practical ways to maintain support.
12. Prepare reports and refer cases to MARAC.

13. Support and guide HBV & harassment investigation, as and when required.
14. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Responsibility		Decision Making
<p>Maintaining information systems for vulnerable children and adults coming to police notice or potentially at risk and ensuring data quality is of a consistently high standard.</p> <p>Liaising with partner agencies to ensure that efforts to safeguard vulnerable people and manage offending behaviour are undertaken in a holistic way, ensuring that the needs of the victim are at the heart of the process and that all elements of risk are managed effectively</p> <p>The provision of accurate, relevant and timely advice to officers</p> <p>Ensuring that risks to the Force/Command which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		<p>The post holder is expected to use initiative, judgement and knowledge to weigh up situations, draw logical conclusions from the information available and identify the best option within the timescales required.</p> <p>Make routine decisions in relation to information sharing with partners in line with protocols and legislation.</p> <p>Check critical information for accuracy and validity before making decisions</p>
		Additional Information
		<p>Post holders are required to attend welfare/counselling appointments on an annual basis.</p>
Reports To:		Direct reports:
<p>Detective Sergeant</p>		<p>None</p>
<p>Date Approved by Manager / HR Manager:- 08/10/2018 Manager: DCI Patrick</p>	<p>Date WFP Approved – 10/10/18 Lauren Hotham</p>	<p>Confirmed by post holder Signature Print Name Date:-</p>

Person Specification

		Constable	Detective Constable
Attainments/ Knowledge	Essential	Experience of using Microsoft Computer Packages including, Word Excel as well as data input experience. Has an understanding of legislation, Force practice directions, policies and ACPO Guidelines and Procedures in relation to child abuse, domestic violence, risk management, juvenile liaison and missing persons.	Experience of using Microsoft Computer Packages including, Word Excel as well as data input experience. Must have successfully completed the ICIDP course or equivalent. Has undergone investigative interview training. Will be expected to undertake and pass the Initial Crime Investigators Development Programme.
	Desirable	Approaches situations with an open and enquiring mind. Assumes responsibility for personal learning.	
Experience	Essential	Is of the Rank of Constable and has successfully completed a 2 year probationary period Experience of maintaining computerised databases. Experience of managing confidential and sensitive information. Knowledge of Data Protection Act.	
	Desirable	Experience of working on a multi-agency basis. Experience in researching electronic information systems and compiling reports. Has demonstrated experience of supervising staff and giving advice and guidance to staff on a specialist area.	
Skills/ Specialisms	Essential	Well-developed oral and written skills in order to deal with people at all levels. Strong organisational and administrative planning skills. Able to respond to changing circumstances in a positive manner often on a time critical basis. Ability to travel across the Force. Has the ability to complete tasks with the minimum of supervision. Has principles which are professionally and ethically sound. Is aware of the effects they are having on others.	
	Desirable	Uses interpersonal skills effectively to manage people in delicate, frustrating or tense situations. Is alert, has an enquiring mind and can see beyond the obvious. Displays enthusiastic and positive approach and is realistically confident in their own ability. Supervisory and performance review skills.	
Decision Making/ Problem Solving/ Planning	Essential	Ability to prioritise workloads and use own initiative. Able to resolve routine and non-routine matters, but possesses an understanding of when to refer matters to a supervisor. Is aware of any shortfall in own or others performance and takes appropriate action accordingly. Appreciates the need for and displays flexibility. Sets objectives in relation to workloads and priorities accordingly. Approaches problems positively, objectively justifying decisions made.	
	Desirable	Able to make day to day decisions on procedural and administrative issues in accordance with relevant policies/procedures. Full and clean driving licence. Displays good time management skills whilst also remaining effect and efficient. Remains polite and considerate at all times.	
Codes of Ethics		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.	
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.	
This role requirement is a management document and therefore subject to change			