



South Yorkshire

POLICE

Office Manager (MIRT)

District/Department	SCS	Rank/Grade	Band E
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Role purpose:	Carry out the function of Document Receiver, Reader, Action Manager and Office Manager functions within the MIR as set out in MIRSAP or act as HOLMES manager for MIRT Enquiries
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Summary of main duties

As Receiver, required to receive, read and evaluate all documentation entering the MIR in order to check it has been correctly completed and to assess whether fast-track actions should be raised.

As Reader, read in detail all documentation within the MIR and raise actions appropriate to the investigative strategies as set out by the SIO.

As Action Manager, required to manage all actions raised in the MIR. Maintain an overview of all actions raised, allocate them to appropriate staff, ensure they are completed in a timely manner and correctly written-off.

As Office Manager maintain the efficient running of the MIR, ensure adequate staffing and resources.

Quality Assure all documents entering the MIR or generated in the MIR, approve documents for entry onto HOLMES 2, make recommendations for sign off / filing to SIO.

In the absence of the SIO, brief, task, provide technical supervision and debrief officers on Investigations.

Participate in management meetings advising the SIO on the current state of the enquiry and ensure actions required by the SIO are carried out. Chair meetings when appropriate.

Have responsibility for devolved overtime budgets when required.

Supervise and mentor staff within the MIRT to ensure tasks are completed satisfactorily. Act as line manager for MIRT Indexers and MIRT Investigators.

Advise Indexers how to set up and manage paper-based enquiry rooms for Districts and FCU.

Assist SIOs in undertaking 28-day and cold-case reviews of investigations

Competencies/behaviours

Please access the College of Policing website (via Google Chrome) and refer to the **Competency and**



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Values for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	Level 2
We take ownership	Level 2
We are collaborative	Level 1
We deliver, support and inspire	Level 2
We analyse critically	Level 2
We are innovative and open-minded	Level 2
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)*

Essential:

Hold and retain the PIP level 2 qualification

Computer Literate to include Microsoft applications including HOLMES 2

Excellent communications skills both written and oral

Knowledge of the Criminal Justice System

Detailed knowledge of RIPA the CPI Act 1996, MIRSAP, The ACPO Murder Manual, NIM objectives in addition to Home Office rules and conventions

Previous Supervisory experience

Successfully attended/or willing to attend and attain the four week HOLMES 2 Management qualification

Desirable:

Working experience of RIPA the CPI Act 1996, MIRSAP, The ACPO Murder Manual, NIM objectives in addition to Home Office rules and conventions