



South Yorkshire

POLICE

Data Quality/MOPI Officer

District/Department	PAG	Rank/Grade	Band C
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Role purpose:	To undertake reviews of all nominal records held within South Yorkshire Police's electronic systems in accordance with the ACPO Guidance on the Management of Police Information (MoPI).
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Summary of main duties
<p>In line with relevant legislation and force Data Quality Standards, research/analyse/evaluate/monitor information on SYP systems, deciding when / how nominals, addresses, vehicles, associates etc should be linked/separated. Investigate and make decision for evidence based linking/separation. Maximising the force's information management capability</p> <p>Applying APP Management of Police Information, Review, Retain, Re-categorisation, Disposal criteria, relevant legislation and force policy to electronic and paper records, decide what information should be reviewed, what information should be retained, whether information should be re-categorised and also decide which records can be disposed which no longer have a policing purpose for retention.</p> <p>Provide Support to the Joint Data Quality Group.</p> <p>Make decisions for retention/disposal of electronic and paper records using evidence based risk assessment in line with Information Management Strategy.</p> <p>Contribute to the development of processes, procedures and policy to improve the efficiency and effectiveness of the Data Quality and the Review, Retain, Re-Categorisation, Disposal function, identifying and bringing problem areas to the attention of supervision and/or management.</p> <p>Liaise with appropriate departments for Data Quality and MOPI.</p> <p>Provide information to Public Protection and Intelligence when inferences are made from new information, identified links and any salient issues that may identify a pattern of offending. Submit National Intelligence Reports as appropriate.</p> <p>Identify information from an offender's record that does not meet the MoPI and data quality principles of being accurate, up to date, adequate, relevant, timely and limited, having regard to the purposes for which they are processed.</p> <p>Research, analyse, evaluate and monitor data, identifying information gaps and discrepancies, undertaking audits of Connect for Data Quality and MoPI.</p> <p>Monitor and quality assure data entered onto the force systems by other staff. Collating discrepancies to feedback, so improving the quality of information within the organisation.</p> <p>Deal with enquiries by email/telephone/in person, provide expert advice and assistance to internal and external partners.</p>

Maintain accurate and complete records/audit trail of all activity.

Ensuring compliance with relevant legislation and national and local guidance

Promote compliance with SYP's policies on Equal Opportunities and Health and Safety, both in the delivery of services and the treatment of others

Competencies/behaviours

Please access the College of Policing website (via Google Chrome) and refer to the **Competency and 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 1

We take ownership

Level 1

We are collaborative

Level 1

We deliver, support and inspire

Level 1

We analyse critically

Level 2

We are innovative and open-minded

Level 1

Core values for ALL employees:

Integrity

Public Service

Impartiality

Transparency

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

Essential:

Experience of working in an administrative role

Confident in the use of IT: navigating databases and using Microsoft Excel, Word and other Microsoft Applications

Ability to research, develop, manage and evaluate information and intelligence from a number of IT systems.

Experience of making risk based decisions

Desirable:

Knowledge of Police systems e.g. Connect, Crime Management System, CATS, Smart Contact, OIS2, PNC, Lynx, PND.

Knowledge of the Management of Police Information Code of Practice and relevant legislation including Data Protection Act, Freedom of Information Act, Criminal Procedures Investigation Act, Police and Criminal Evidence Act, Human Rights.