Indexer (Legal Services)

District/Department	Legal Services	Rank/Grade	Band C

Role purpose:	Maintain an auditable document flow in order to accurately Index and report the successful input of information as directed by the MIRT Index Team Leader / Office Manager

Key Accountabilities:

Deputise for MIR Indexing Team Leaders as required and appropriate (a small proportion of time).

Apply the guidelines in the *Major Incident Room Standardised Administration Procedures* (MIRSAP): interrogate the IT systems (primarily HOLMES), link relevant facts to aid the investigation, identify anomalies and errors, and update appropriate databases (see *MIRSAP Indexer duties*). For example conduct 'Trace and Eliminate' data-matching exercises.

Maintain an auditable document flow and designated indices as instructed by the MIR Indexing Team Leader in order to accurately index, and report the successful indexing, of information as required. *(Assist with MIRSAP Registrar duties)*.

Raise actions indicated in the documents, fully research, prioritise and index the action, ensuring it is in clear and precise terms to enable the outside enquiry teams to carry out their tasks. *(Assist MIRSAP Action Manager duties)*.

Recommend minor procedural changes to enhance the efficacy of the HOLMES system.

Identify and exploit interdependencies between HOLMES and allied databases, e.g. CLIO.

Take the initiative and action consistent with *MIRSAP, the Data Protection Acts and Regulation of Investigatory Powers Acts to* resolve document flow or index issues,

Provide complex technical / specialist advice and guidance regarding the HOLMES and allied databases, sometimes this guidance will be to non-technical recipients e.g. police officers.

Communicate with national or Government bodies to obtain or give technical information e.g. CPS, Home Office.

Support the Court process as necessary to detail, validate and account for the operation of the HOLMES system and/or document flow.

Guide and allocate work to ancillary staff deputed to assist others in the maintenance of the IT databases. (Indirect supervision)

Receive and accurately record telephone calls to ensure relevant information is processed as appropriate e.g. Identify and progress the urgent.

Attend briefings and meetings internally and externally making notes as directed by the management

team and SIO.

Support the SIOs in reviews of ongoing enquiries, archived enquiries, and act as indexer where required.

Assist the officer in the case to produce schedules and court prints for the prosecution.

Set up and maintain satellite 'paper-based' MIRs at District locations within SYP as the person responsible for the expert conduct and auditability of these databases.

Work within a Casualty Bureau in the event of mass disaster as a call handler to input details of missing persons, casualties, survivors, evacuees and deceased persons.

Undertake any task appropriate to the grade of the post as directed by the MIR Indexing Team Leader, eg assist trainee Indexers, provide guidance, support and development and ensure confidentiality is maintained.

Undertake administrative tasks such as CLIO Log Keeper, the filing and retrieval of documentation, and/or act as proof-reader in conjunction with the typist. Scan documents into the HOLMES system.

Competencies/behaviours

*Please access the College of Policing website 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 1
We are innovative and open-minded	Level 1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*
Essential:
HOLMES Trained
Previous experience working within a MIR
Experience of working to a high level of accuracy
Must be able to analyse and interpret information and take appropriate action
Desirable: