



South Yorkshire

POLICE**PVP Intelligence Researcher****District/Department**

Performance and Governance

Rank/Grade

Band C

Role purpose:

To provide support to the officers within the Protection of Vulnerable Persons (PVP) Strategic Governance Unit.

Summary of Main Duties:

Collate statistical information for all areas of PVP for internal and external use.

Retrieve and collate information from a variety of sources to assist with Domestic Homicide Reviews, Serious Case Reviews and Safeguarding Adult Reviews.

Liaise with external agencies to obtain and disseminate information in relation to safeguarding reviews.

Collate information from police officers, staff and partner agencies to assist in the review of Force Policies and Procedures.

Research internal systems to obtain information to support FOI requests.

Attend meetings both internally and externally in support of PVP Governance Detective Sergeants and Detective Inspectors, providing administrative support where required.

Complete administrative and clerical duties including receiving and actioning telephone calls, maintaining stocks of stationary and equipment and reviewing/replying to postal requests.

Conduct external research and liaise with other police forces to identify and implement good practice across the PVP portfolio.

Complete research and reports on behalf of the MARAC coordinator.

Complete duties commensurate to band profile in support of departmental needs

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

<https://profdev.college.police.uk/competency-values/>
<https://profdev.college.police.uk/professional-profile/test-4/>

CVF Level**Level 1 – Practitioner****Level 2 – Supervisor/Middle Manager****Level 3 – Senior Manager/Executive**

We are emotionally aware

1

We take ownership

1

We are collaborative

1

We deliver, support and inspire

1

We analyse critically

1

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|---------------------------------------|--------------------------------|
| We are innovative and open-minded | 1 |
| Core values for ALL employees: | |
| Integrity Impartiality | Public Service Transparency |

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| Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i> |
| Essential Criteria (used for short-listing): |
| Previous experience in an Administration role. |
| Experience of using Microsoft computer packages including Word and Excel as well as Data input experience. |
| Experience of managing confidential and sensitive information. Knowledge of Data Protection Act. |
| Experience of maintaining computerised databases. |
| Excellent communication skills are essential. |
| Desirable: |
| Experience/trained in the use of PNC |
| Knowledge/experience of relevant SYP databases and systems including OIS and CMS |
| Experience of minute taking and report writing. |
| Experience of working on a multi-agency basis |
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