

## Research Officer [Indexer ] SOC (Vulnerability)

<b>District/Department</b>	SCS – SOC (V)	<b>Rank/Grade</b>	Band C
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<b>Role purpose:</b>	Supporting the Serious and Organised Crime Vulnerability team by researching intelligence system, and accurately index and report the successful indexing of information.
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<b>Key Accountabilities:</b>
<ul style="list-style-type: none"> <li>• Maintain the HOLMES database in accordance with established SYP/SOC-V protocols by raising and result actions, maintain designated indices and cross-reference documents in indices.</li> <li>• Research and interrogate the HOLMES database to avoid duplication of datasets and supporting the Court process as necessary.</li> <li>• Recommend minor procedural changes to enhance the efficacy of the HOLMES system by providing complex technical / specialist advice and guidance regarding the HOLMES and allied databases, sometimes this guidance will be to non-technical recipients eg police officers.</li> <li>• 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. Allocate work to ancillary staff deputed to assist investigation priorities (ie Typist, Admin duties etc).</li> <li>• Attend briefings and meetings making notes as directed by the management team and SIO.</li> <li>• Undertake any appropriate task as directed, eg assist trainee Indexers, provide guidance, support and development. Ensure actions taken are consistent with force policy, legislation and guidance</li> <li>• Utilise internal databases and intelligence systems, to research and develop SOC-V lines of enquiry.</li> <li>• Conduct Open and Closed Source Research in accordance with Force policy. Create and maintain databases including record management systems.</li> <li>• Develop partnership links for intelligence dissemination – eg SIENA, DWP and internal partners.</li> <li>• Be proficient in identifying digital footprints on the internet and evidential capture of these where necessary.</li> <li>• Receive/record and field telephone calls to appropriate resolution.</li> </ul>

### Competencies/behaviours

Refer to the [College of police Competency and Values](#) for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level
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
<b>Core values for ALL employees:</b>	
Integrity Public Service	Impartiality Transparency

### Experience, Education and Skills: Ideally between 4 and 6 of each

#### Essential:

Experience of working with sensitive information, and dealing with and maintaining confidentiality

Proficient in Microsoft Word, Excel and other packages which enable data manipulation, formulae, charts and functions

Experience of complex information gathering and problem solving.

Excellent communication skills both written and oral

#### Desirable:

Previous work experience in intelligence/information collection, analysis, research and action.  
Gathering, disseminating and evaluating Intelligence

Previous experience of indexing/management of information in serious and complex investigations

Understanding of police systems, processors and criminal investigations.

A detailed understanding of the criminal justice system.