

JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit
AREA/DEPT: North West Regional Undercover Unit
SECTION: **SOC**
JOB TITLE: SOC Community Coordinator* Police
Sergeant
REPORTS TO: SOC CC (Inspector)
CURRENT RANK/GRADE: **SERGEANT**
DATE: **APRIL 2026**

1. JOB PURPOSE:

To work with Lead Responsible Officers across the Northwest area, providing input and support around 4P plans in order to reduce the demand and impact of serious and organised crime across the region, strengthening the multi-agency response to SOC in high harm locations.

2. PRINCIPAL ACCOUNTABILITIES:

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- a. Work with local Neighbourhood Policing Teams (NPT's) & Crime Prevention Teams to share best practice and support action against SOC nominals, building community trust and confidence and helping to reduce the influence OCG's have within communities.
- b. To assist Forces in their Clear, Hold, Build plans, to provide tactical and operational support in such plans to ensure targets met and learning identified.

- c. Build and enrich relationships with partners and key stakeholders including statutory and non-statutory bodies in order to identify potential vulnerabilities and intervention opportunities.
- d. Support Force LRO's and any appointed deputies to develop 4P/3P plans in order to drive operational delivery against SOC threats.
- e. Work with partners to identify and maximise opportunities to access funding streams.
- f. Contribute to continuous improvement by identifying "what works", ensuring that learning and innovative practice is identified and shared across Forces and partners.
- g. Support the SOC CC Inspector in taking forwards HMICFRS recommendations in relation to the identification and management of SOC threats.
- h. Support the SOC CC Inspector with the regional Serious Crime Prevention Order workstream, whilst actively contributing to the national team.
- i. Encourage forces and PCC's to create and share methods to identify those at risk of criminal exploitation and progression into SOC, and to develop pathways and diversionary processes to move people away from SOC and ensure these are overtly mapped for multi-agency access.
- j. Provide a link across related programmes, including VAWG, Drugs Strategy, serious violence and homicide reduction.
- k. Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974
- l. Ensure that staff are trained and that all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI)
- m. Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing

3(a) KNOWLEDGE AND EXPERIENCE:

- Ability to work with external partners to achieve a collective aim of making communities safer.
- Excellent problem solving skills, utilising best practice.
- Sound evidence based decision-making skills.
- Ability to create an inclusive working environment that fosters high ethical standards.
- Excellent presentation skills in written, online and physical.
- Experience in tackling/managing SOC.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:
N/A

(b) Supervision Received:

The post holder will report directly to the SOC Community Coordinator Detective Inspector and sit within the Regional Intelligence Unit capability.

(c) Other Contacts:

(i) Within North West Region:

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partners agencies and units within NW ROCU and NW Regional Forces to exchange intelligence / information where appropriate and brief personnel as required on intelligence and other relevant matters.

(ii) Outside North West Region:

Regular contact and/or attendance at meetings with other Forces and Regions, other Law Enforcement Agencies including NCA, Key Partner Agencies and Community Safety Partners to exchange intelligence/information where appropriate and brief personnel on intelligence or other relevant matters.

5. CONTEXT:

(a) Operating Environment:

The highest standard of professional service will be provided to all identified customers and partners and all work undertaken will be done in line with agreed parameters in line with the National Intelligence Model.

A flexible approach to both working long unsociable hours when required and in difficult working environments, often at short notice.

(b) Framework and Boundaries:

All work undertaken must conform to all legal requirements relevant to criminal investigations including RIPA, Human Rights Act, Proceeds of Crime Act 1995 and Health and Safety.

The Police and Criminal Evidence Act and Data Protection Act strictly govern the utilisation of the intelligence systems, in conjunction with MOPI and CPIA.

Police Regulations and the Discipline Code apply as well as Force and Regional policies.

(c) Organisation:

N/A

6. DIMENSIONS:

Financial: N/A

Staff: N/A

Other:

7. JOB CHALLENGES:

This is an evolving role nationally and as such the post holder must be flexible and absorb natural role changes.

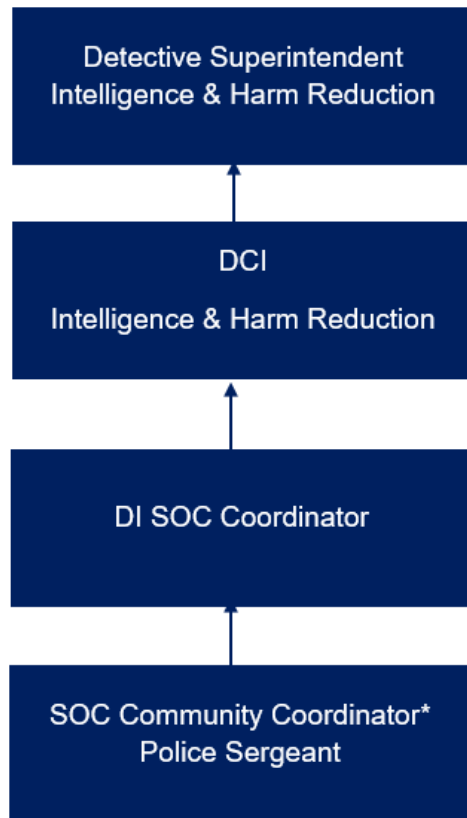
The postholder must manage competing customer requests and ensure the provision of a quality service from the team.

8. ADDITIONAL INFORMATION:

The post is subject to clearing MV and SC Enhanced Level

The post holder is required to hold a full driving licence.

9. ORGANISATIONAL STRUCTURE:



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn