



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit

AREA/DEPT: North West Regional Undercover Unit

SECTION: INVESTIGATIONS

JOB TITLE: Victim Identification Officer

REPORTS TO: DETECTIVE SERGEANT – OPS3

CURRENT RANK/GRADE: GRADE E

DATE: JULY 2026

1. JOB PURPOSE:

Victim Identification is a specialist investigative function carried out in relation to Indecent Images of Children (IIOC) and Child Sexual Abuse Material (CSAM), including other online harms to children such as the encouragement of self-harm and suicide through Com network offending.

The purpose of the Victim Identification Officer role is to identify child victims, offenders, and locations of abuse through the examination and analysis of digital images, videos, communications data, and associated intelligence.

The post holder acts as the NWROCU Single Point of Contact (SPOC) and subject matter expert for Victim Identification, ensuring that all investigative opportunities are identified, progressed, and coordinated in line with national strategy, legislation, and safeguarding procedures.

The role directly contributes to the safeguarding of children, prevention of further abuse, and support of criminal investigations at force, national, and international level.

2. PRINCIPAL ACCOUNTABILITIES:

- Act as a specialist investigator who performs, coordinates and supports the identification of child victims of online exploitation and those who

offend against them, including producing intelligence and evidential products and attending Court where required.

- Conduct victim safeguarding visits where required.
- Act as the NWROCU Victim Identification SPOC and liaison with the National Crime Agency (NCA) Victim Identification Team and CEOP.
- Ensure that victim identification is considered in all CSEA/online exploitation investigations and that investigative opportunities are fully progressed.
- Review still and moving indecent images of children and associated digital material for the purpose of grading, flagging, and identifying victims.
- Act as a specialist user of the Child Abuse Image Database (CAID) and associated image analysis tools.
- Coordinate all CAID alerts, geolocation notifications, and victim identification referrals relevant to the NWROCU.
- Provide guidance and advice to officers and staff on best practice in victim identification, image grading, and use of specialist systems.
- Identify potential wider offender networks linked to online CSAE/exploitation investigations.
- Ensure compliance with information management, data quality, and intelligence handling in accordance with Authorised Professional Practice (APP), MoPI, CPIA, and information security standards.

3(a) KNOWLEDGE AND EXPERIENCE:

The post holder must demonstrate:

- Competent investigative knowledge and experience, preferably in public protection, CSEA, IIOC, Com network or related investigative environments.
- Operational understanding of relevant legislation including:
 - Protection of Children Act 1978
 - Criminal Justice Act 1988
 - Sexual Offences Act 2003
 - Coroners and Justice Act
 - CPIA and RIPA
 - Online Safety Act 2023

- Understanding of safeguarding, vulnerability, and risk assessment principles.
- Ability to analyse large volumes of digital material accurately, evidentially, and in accordance with national standards.
- Strong written and verbal communication skills, including the ability to brief colleagues and deliver training inputs.
- Ability to manage own workload, work autonomously, and apply professional judgement.
- Awareness of professional standards, ethics, and welfare considerations associated with exposure to distressing material.

The post holder must be prepared to undertake and maintain specialist training including CAID, victim identification methodologies, IIOC grading, and digital investigative techniques.

3(b) DOES YOUR ROLE REQUIRE ANY POLICE POWERS?

This role requires the use of police investigative powers in support of safeguarding and criminal investigations, including the lawful handling and analysis of sensitive and restricted material.

4. RELATIONSHIPS:

a) Supervision Given

None.

b) Supervision Received

The post holder reports directly to Detective Sergeants within Ops 3.

c) Other Contacts

i) Within NWROCU

Regular contact with investigators, supervisors, intelligence units and digital forensics teams

ii) Outside NWROCU

- MASH/Safeguarding teams
- Neighbourhood policing teams.
- National Crime Agency (NCA / CEOP)
- Other UK police forces
- International law enforcement partners
- Force Intelligence Bureau (FIB)

In urgent safeguarding cases, direct liaison with partner forces or agencies may be required.

5. CONTEXT:

a) Operating Environment

The role operates within a specialist investigative environment dealing with serious and sensitive offences involving child sexual abuse and exploitation. The post holder must assess and analyse IIOC and CSEA material for evidential and safeguarding purposes and support effective investigation and prevention. The typical working pattern is 08:00–16:00, Monday to Friday, however flexibility is required to meet operational demands and may on occasion need the role holder to be on call due to specific operational requirements. Duties may include travel outside the force area for training or conferences.

b) Framework and Boundaries

The role is governed by all College of Policing and NWROCU/Merseyside Police policies, procedures, and standards. Relevant legislation includes the Protection of Children Act 1978, Criminal Justice Act 1988, Sexual Offences Act 2003, Coroners and Justice Act, Online Safety Act 2023, CPIA, RIPA, and national APP.

c) Organisation

The post holder has no direct line management responsibility.

6. DIMENSIONS:

Financial: N/A

Staff: N/A

Other: The role has forcewide, national, and international impact through victim identification, safeguarding, and intelligence dissemination.

7. JOB CHALLENGES:

Victim identification work is complex, sensitive, and continually evolving due to advances in technology and offender behaviour. The primary challenge is to accurately identify and safeguard victims at the earliest opportunity while maintaining evidential standards, legislative compliance, and personal resilience.

The role requires sustained exposure to distressing material and demands high levels of resilience, professionalism, judgement, and continual development of specialist knowledge.

8. ADDITIONAL INFORMATION:

A significant proportion of the role involves exposure to indecent and distressing material relating to child sexual abuse. The post holder will work within a controlled environment and have access to Occupational Health and TRiM support. Ongoing professional development and maintenance of personal safety training are required.

9. ORGANISATIONAL STRUCTURE:

