



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

DIRECTORATE: Local Policing and Criminal Justice
AREA/DEPT: Criminal Justice
SECTION: PNC Bureau
JOB TITLE: **COURTS RESULTS RESEARCH OFFICER**
REPORTS TO: PNC Bureau Supervisor
CURRENT RANK/GRADE: **GRADE B**
DATE: September 2016

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To validate, create, amend and quality assure computer records held on arrested, remanded or convicted persons, in accordance with relevant legislation in order to maintain National Criminal Records on PNC.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Examine and validate all final court disposals from court results sheets ready for application to PNC to ensure accuracy.
- b) Apply court remand details, remitted cases and final court results to the PNC in order that the national record reflects its current status.
- c) Complete the National Record details of custody history order to assist the judiciary with sentencing.
- d) Apply to PNC, details of persons disqualified from driving by courts in order that the national database records all persons disqualified from driving.
- e) Liaise with the Magistrates' Courts in relation to mandatory sentencing i.e. disqualified drivers, drug trafficking, etc to ensure correct application of under the Crime Sentences Act.
- f) Instigate follow up enquiries and alert other sections to PNC issues e.g. duplicated records, confirmed dead markers, sentences including harassment, football exclusion orders, anti social behaviour orders to ensure a copy of the order is present in the department and the order is applied to the PNC.
- g) Maintain statistics regarding receipt of court results to enable compliance protocols between the Courts and PNC Bureau.

- h) Review and analyse impending cases extract obtained from Hendon Data Centre in order ensure impending cases held on PNC are accurate and up to date ensuring compliance with data protection principals to quality assure all records that have been accessed on PNC so that they are compliant with National Standards.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Experience

Working knowledge of procedures and an ability to understand legislation and guidelines is of the utmost importance together with a working knowledge of the following: -

Police and Criminal Evidence Act 1994

Criminal Justice Act

Data Protection Act

Magistrates Court Act 1980

Home Office Schedule of Recordable Offences

Home Office/ACPO Guidelines

Court disposal procedures

Knowledge of PNC, Niche, Corvus Browser, MS Word/Excel, Libra, Outlook and Gazeteer computer systems in order to maintain information on them. To be proficient in all screens within the Phoenix application of PNC to enable correct application of Arrests and Results to PNC, which in turn will support Quest (Query Using Extended Search Techniques) in intelligence led policing.

Skills and Abilities

Organisational skills including knowledge of nationally recordable offences and appropriate lawful sentences to enable the post holder to meet deadlines and targets effectively.

The ability to process logically, substantial amounts of data and information in order to accurately apply data to PNC to meet the national performance indicators.

Post-holder should be self-motivated, creative, and flexible together with the ability to work under pressure for sustained periods and meet deadlines.

The ability to work as a team and to have good research skills to research Court Results, Bail Conditions and Arrest Summons.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

No supervisory responsibilities.

(b) Supervision Received:

Responsible to Courts Team Leader who is available Monday – Friday for advice and guidance. Also expected to work under own initiative particularly over the weekend when no supervision is available.

(c) Other Contacts:

(i) Within Merseyside Police:

Daily contact with all Magistrates' Courts, Prosecutions Unit, Youth Offending Teams, Local Policing teams, all sections within the Disclosure & Barring Department, Crown Court with regard to queries on Bail Conditions and Court Results.

(ii) Outside Merseyside Police:

Frequent contact with other police forces, PNC Bureaux, CPS, Crown Court and Magistrates' Courts personnel to maintain and validate information. As and when required contact with other non-police prosecuting agencies, such as DSS, HM Customs and Excise, DTI etc., in order to update PNC records.

5. CONTEXT:

(a) Operating Environment: (Services provided, work patterns, who are the customers).

The post-holder will operate as part of a team, operating Monday – Sunday, between the hours of 0700-1700 working on a 9 week rotating shift basis. The working week averages 36.5 hours. An unsociable hours allowance is paid for weekend working.

The Crime Sentences Act 1998 requires courts to pass the correct sentence based on a person's previous conviction history. In addition, for the National Criminal Records Bureau to be able to supply accurate criminal conviction histories the PNC must be up to date. It is therefore imperative that the team works to comply with the national requirements for application of data to PNC.

(b) Framework and Boundaries: (Policies and procedures which affect you and how these can be changed).

Working within current legislation, Home Office Directives and NPCC policy guidelines.

Force policy plus internal procedures as approved by Information Bureau Management.

(c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. **DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: Nil

Staff: Nil

Other: Responsibility for full research and application of data to PNC.

7. **JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The maintenance of PNC records in order to comply with the relevant legislation.

The ability to work under pressure and meet deadlines.

8. **ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

To assist and undertake duties of Custody Validation Officer as directed in order to respond to peaks in demand.

Postholder will be expected to provide cover for QA & Bail Condition Researcher particularly on Saturday's as / when directed.

Failure in any aspect of the position can have serious implications for the Force with regard to criminal/civil litigation proceedings.

9. ORGANISATION CHART

