

Job Title: HOLMES Reader/Disclosure Officer	
Job Evaluation Number	C101

## JOB DESCRIPTION

<b>Job Title:</b> HOLMES Reader/Disclosure Officer	<b>Location:</b> Major Crime Unit (Aylesbury, Taplow and HQ North)
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Detective Inspector Major Crime Unit	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Perform the role of Disclosure Officer on Major Crime cases in compliance with CPIA 1996 and related legislation and guidance, additionally to act as Reader within the Major Incident Room Standard Admin Procedures (MIRSAP) related environment.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

### **The key result areas in the role are as follows:**

1. Examine and assess all material within an investigation ensuring the Force's compliance with The Criminal Proceedings and Investigations Act 1996 and other relevant legislation and guidance. Make decisions on the relevancy of such material and scheduling it accordingly, dealing with all aspects of disclosure through to and beyond trial to ensuring integrity throughout.
2. Prepare Disclosure Strategy/Policy documents highlighting the lines of enquiry, disclosure challenges and recommendations for SIO approval to assist in a professional, proportionate and ethical investigation.
3. Accountable and responsible for all aspects of the unused material in the investigation including justification for sensitivity classifications attributed to the material and PII issues. Post holder is entrusted to and responsible for ensuring suitable handling and classification of all sensitive material.
4. Responsibility for MIRSAP related graphical and manual reading of all material in an investigation to raise actions for further investigative work to be done or to quality assure what has already been carried out. Identify lines of enquiry and investigative leads, liaising with SIO and Receiver to ensure investigation is carried out in accordance with The Murder Manual and related guidance.
5. Responsible for liaising with the SIO and CPS in cases when the Defence require access to review disclosure material and for making suitable arrangements to facilitate as required.
6. Maintain a working knowledge of legislation relevant to the role acting as an advisor and mentor for disclosure and Reader functions.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

### **Further Comments:**

The role is key in two different aspects of major crime investigation, disclosure and Document Reader. A live investigation can be demanding requiring a high volume of actions and decisions to be made in a fast developing environment. The post holder will be expected to work on several investigations contemporaneously, this will be a high intensity role.

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Preparing court papers and prioritising responses to meet evidential prosecution timescales and the requirements of operational officers.

The post holder will report directly to a Detective Inspector but will be largely expected to work unsupervised producing high quality work with excellent time management skills to meet challenging statutory timescales.

The post holder is trusted to make and will be accountable for decisions regarding the disclosure of material in Homicide and other serious investigations. The post holder will make and be accountable for investigative decisions made whilst performing the role of Reader on Homicide and other serious investigations

The post holder has the authority to represent the SIO at conferences with CPS and Counsel and to account for their decisions during court trials if necessary.

This is an influential role currently carried out by supervisory detectives. Although they will not be supervising others the post holder will be part of the Investigation Management team and be working in an environment where they will have the authority to task officers to carry out the action required from the decisions they make.

Planning and preparation are key to this role in order that the post holder is able to meet strict statutory timescales whilst maintaining activity on live investigations so that officers are kept on task.

Post holder will be expected to become a lead on Disclosure issues acting as a mentor to officers performing a similar role on area CID investigations or other similar departments.

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows:</i></b>	<b><i>E/D</i></b>
1. Proven and well evidenced experience in an investigative role preferably in major or serious crime cases. Able to understand the complexities and sensitivities of crime investigation, recognise lines of enquiry and raise actions as necessary applying the appropriate level of priority.	E
2. Considerable knowledge of and, preferably, experience as a Disclosure Officer. Be fully familiar with all aspects of The CPIA 1996 and related legislation.	E
3. Proven ability to adapt communication style to a diverse range of audiences and situations and to remain emotionally resilient. <i>(These can range from members of the public to victims families, senior Police Officers, CPS and Trial Counsel).</i>	E
4. The proven ability to work on own initiative and to exercise sound judgement. The officer should also have the proven ability to work for pro-longed periods unsupervised and have the ability to prioritise workloads. The ability to work to short deadlines whilst also carrying a heavy workload and being able to demonstrate flexibility with constantly changing priorities.	E
5. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E

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6. Ability to demonstrate flexibility in role. <i>Post holder will be required to work anywhere within TVP when the need arises and working extended hours at little or no notice is a regular occurrence.</i>	E
7. Proven ability or evidenced aptitude to direct officers of varying ranks to carry out tasks on their instructions. Preferably able to demonstrate previous experience of line managing or tasking others.	E
8. Experienced user of HOLMES.	D
9. Knowledge of Major Incident Rooms gained in policing.	D
<b><i>Additional comments:</i></b> At interview, candidates will be asked to: * confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	