

Job Title: Force Crime Registrar	
Job Evaluation Number	C004

JOB DESCRIPTION

Job Title: Force Crime Registrar	Location: HQ South
Job Family: Business Support	Role Profile Title: Senior Manager
Reports To: Head of Governance	Band level: 5K
Staff Responsibilities (direct line management of): Deputy Force Crime Registrar, Force Crime Data Auditor, Outreach Inspector	

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

The overall purpose of the role is to: Promote and maintain ethical standards of crime and incident recording ensuring National Crime Recording Standard (NCRS), National Standard for Incident Recording (NSIR) and Home Office Counting Rules (HOCR) compliance. The role will achieve this by providing strategic vision, leadership and direction; driving co-ordinated activity to ensure force wide understanding of the importance of crime data integrity. The role will also ensure effective task management, informative audit and focussed outreach support within the FCRU.

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. Using a wide range of sources (thematic reviews, audits, the Force Strategic plan, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) findings, other national reports) identify the strategic opportunities, threats and challenges that may impact on the Force achieving outstanding crime data integrity; in consultation with the wider organisation, develop the annual force Crime Data integrity (CDI) delivery plan and Force Crime Registrar Unit (FCRU) departmental plan, giving clear strategic direction to direct reports, approving tactical plans to deliver departmental priorities while ensuring flexibility to respond to emerging issues as required.
2. Work in partnership with the other Governance and Service Improvement units and other force wide departments to commission CDI specific activity and successfully oversee the implementation of recommendations at an individual, team, unit and Force level.
3. Brief regularly to the Head of Governance on their progress of the annual delivery plan, tasked activity, audit findings as well as risks, capacity and capability issues and regularly brief the DCC on crime recording practices and improvement plans, prioritising tackling unethical behaviours and sharing good practice.
4. Provide ongoing supportive leadership with a focus on development and wellbeing; effective succession planning to ensure effective delivery of FCRU activity; an escalation point for resolving tactical blockages and NCRS, HOCR and NSIR challenges.
5. Prepare, co-ordinate and lead the strategic working group, to ensure this is an effective forum for driving improvement activity and effectively develop and lead the tactical working group to deliver the strategic group priorities.
6. Support relevant strategic Force meetings, regional and national strategic forums as agreed with the Head of Governance and ensure the Deputy Force Crime Registrar, Force Crime Data Auditor or Outreach Inspector are briefed and attend relevant tactical meetings and working groups, each operating at the appropriate level in the organisation.

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7. Act as the Senior Responsible Officer in leading the liaison with HMICFRS in relation to crime data integrity, HOCR, NCRS and NSIR ensuring inspection requirements in this area are met and improvement activities completed and that feedback is used by the post holder to drive organisational learning and improvement.

8. Act as a subject matter expert and final arbiter on the application of NCRS, HOCR, NSIR and the National Incident Category List (NICL) providing advice and guidance at a Force strategic level and make crime recording decisions where HOCR specifies a CoP FCR must do so.

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

Further Comments:

The FCR is responsible for the accurate and ethical crime recording by the force, as per the Home Office Counting Rules, National Crime Recording Standards and College of Policing's code of ethics. The post holder will be essential to the Force's effort to ensure Crime Data integrity (CDI) and compliance with the national requirement in terms of crime recording (NCRS, HOCR and NSIR). These issues are high profile, regularly inspected/audited by HMICFRS and underpin the reporting of overall Force performance in relation to the ethical reduction in crime. In this role the FCR is directly accountable to the Deputy Chief Constable and their decision making must be in accordance with Home Office direction and without inappropriate influence.

The post holder will be responsible for the leadership of the Force Crime Registrar Unit which, under the management of the Deputy FCR, will be accountable for timely management of crime recording, reclassification, cancellation and outcome application on the Force Crime Records Management System which has a direct impact on the Force Performance Framework and national reporting requirements; also, under the management of the Force Crime Data Auditor, the post-holder will be accountable for delivering an informative audit programme to advise the force on compliance matters and under the Outreach Inspector, will be accountable for continuous improvement to achieve outstanding ethical crime recording.

Decisions/actions taken by the role holder will include those which, for the purposes of compliance with NCRS/HOCR, are specifically the responsibility of a nationally accredited FCR. The role holder is responsible for compliance with NCRS etc. across the Force. The customers therefore potentially include all Officers, staff and departments.

Where unethical crime recording practices are identified, be that through audit or day-to-day business functions, the post holder will have primary responsibility for ensuring that necessary and appropriate action is taken. Where necessary this will involve the collation and securing of evidence for use in misconduct proceedings.

The post holder will be the senior responsible officer for external inspection and audit activity in relation to crime data integrity including Force Internal Audit and HMICFRS. They will also act on behalf of CCMT to ensure that identified areas for improvement and recommendations arising from such inspections and audits are properly addressed and that updates as to progress are provided to CCMT within the timescales as determined by the DCC.

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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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. College of Policing Accreditation as Force Crime Registrar or a willingness to undertake and successfully complete the course and work based accreditation within 18 months.	E
2. Proven ability to build effective working relationships within and across departments and other organisations (E.g. Police Forces, HMICFRS, Government departments) along with a proven ability to drive the successful implementation of cross-organisation improvement programmes.	E
3. Proven ability to effectively lead and develop teams.	E
4. Proven ability to solve problems, communicate and build positive relationships with the personal credibility to influence across all levels.	E
5. Proven experience of data risk identification and management with an understanding of the importance of urgent service recovery where activity reveals significant failure.	E
6. Good IT skills in word processing, spreadsheet and presentation packages (MS Word, MS Excel, MS Powerpoint)	E
7. Must have capability and willingness to travel to different locations across the Force and beyond as necessary.	E
8. Up to date and in depth knowledge of the routes of crime recording and the systems & processes within a Police Force.	D
9. Current and detailed knowledge of Home Office Counting Rules and their application in operational crime investigation and relevant professional knowledge of the aims and objectives of audit.	D