

Job Title: Custody Review Officer/Risk Analyst/Auditor	
Job Evaluation Number	C305

JOB DESCRIPTION

Job Title: Custody Review Officer/Risk Analyst/Auditor	Location: HQ North (see job advert)
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Custody Strategy Inspector	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: promote and support the delivery of a high quality of service in custody through the internal review process, identifying risks and providing solutions in order to manage risks. Advise, support and propose methods by which the Force can apply and comply with legislation, internal and external policies, and national best practice. Support the custody governance framework by analysing the efficiency and effectiveness of the service delivered in custody by the Force and critical partners. Identify and promote opportunities for service improvement and organisational learning.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Review, monitor and report on performance-related matters relevant to custody, relative to Force and national expectations and standards (including effectiveness and efficiency measures).
2. Analyse custody activities to identify opportunities to improve the custody service – with particular reference to threat, harm and risk and demand – working with partners and key internal and external stakeholders.
3. Systematically review available data to identify fast time learning, and, where required, initiate more detailed review and audit activity that supports the development of policy and practice, with particular reference to the safer management of those detained in custody.
4. Research, assess, advise and report on – and disseminate where necessary – legislative and procedural material, and local/national trends and influences, that may impact on the custody service in Thames Valley Police
5. Undertake reviews of a range of Critical Incidents and 'Incidents of Note' including joint-working with partner agencies, such as the Force healthcare provider, the Liaison & Diversion Service, and the wider NHS, to identify both individual and organisational learning and improve service delivery.
6. Identify risks within the custody environment and provide recommendations for managing those risks
7. Liaise with and assist other agencies in relation to any external reviews of custody
8. Work with the Force Procurement department to support the ongoing management of subcontracted services in custody
9. Produce presentations and briefing papers, using both quantitative and qualitative analysis for use at relevant forums, ensuring this work is delivered on time and to a high standard.

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10. Carry out research and analytical work as tasked by the Criminal Justice Senior Management Team

c. **DIMENSIONS:** Include matters such 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:

Key responsibility to review HMICFRS / Coroners directions in a timely manner and report on associated risk and ways to review. These are un planned and will need good time management skills to deliver along with day-to-day demand. Review and evaluate the current processes in place and work with our Healthcare providers to understand performance. Understand and review custody performance and attend / provide data for the monthly performance meeting. Ensure they are sighted and incorporated in to national custody NPCC guidance / best practice. Findings and recommendations will be to the Strategy Inspector for any decision / progression.

They will need to plan 6 months ahead so they are aware of new changes to legislation / national guidance in order for emerging risks within the custody environment to be seen and planned for.

The role holder will be required to:

- Work with the NPCC (as defined above).
- Be sighted on emerging trends / best practice and any proposed changes to guidance and legislation.
- Explore (and then recommend / implement) different ways of working at other Police Forces.
- Work In conjunction with the Strategy Sergeant to ensure the NHS (liaison & diversion) / Social Services attain the required level of service.
- Attend Mountain Healthcare monthly performance meetings.

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. A relevant degree and/or experience of criminal justice/custody or performance analysis in the police or a similar environment.	E
2. Ability to understand criminal law and procedure, particularly the Human Rights Act and the Police and Criminal Evidence Act, and the authority of core doctrine including national reviews (e.g. Angiolini), College of Policing Authorised Professional Practice, HMICFRS inspections, and Coroners' rulings.	E
3. Demonstrable experience of operating and interrogating computer systems using core Microsoft products (Word, Excel and Powerpoint) and the ability to be trained to use relevant computer systems in use in the Force.	E
4. Excellent report-writing and presentation skills with a very good understanding of inference development and the ability to explain complex or specialist information to a non-specialist audience.	E
5. Excellent interpersonal skills with an ability to negotiate and influence others, deliver presentations and engage in briefings and meetings within a police and partnership environment.	E

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6. Ability to work effectively, under pressure, with minimum supervision, prioritising workloads and producing accurate work within tight deadlines, whilst also remaining team focussed	E
7. Proven research and analytical skills with ability to think strategically and problem-solve. Able to demonstrate a methodical approach to analysis and high level of attention to detail.	E
8. Is self-motivated with a proven ability to use initiative and proactively develop knowledge of a specialist area, when required, as well as ensuring technical skills are kept up-to-date.	E
9. Have an understanding, or able to learn, conditions of service of staff in the custody environment.	E
10. Knowledge of a range of areas of policing.	D
11. A professional qualification or formal training in crime or performance analysis.	D
12. Knowledge of Force systems or specialist analytical software.	D
13. Capability to travel / drive to different locations across the Force and undertake all assignments in a timely manner. * For this reason a full UK driving licence is considered desirable.	D
Additional comments: * working hours and level of flexibility are specific to each role and will be discussed at interview.	