

JOB DESCRIPTION

Job Title: CCTV Coordinator – Major Crime	Location: Major Crime Unit (HQ, Taplow, Aylesbury)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Detective Inspector – Major Crime	Band level: 3H
Staff Responsibilities (direct line management of): CCTV Investigator	

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

The overall purpose of the role is to: Supervise and coordinate the activities of the CCTV Investigators Viewing Team to ensure an effective and efficient service is provided. View and assess CCTV and other digital, video and audio data in various formats, liaising with SIOs to develop and implement a bespoke strategy for each investigation to ensure efficient scoping, retrieval, viewing and preparation of an evidential product in line with the investigative parameters set by the SIO. The CCTV Coordinator will provide evidence in court when required.

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. Lead in developing bespoke strategies for each investigation in line with the SIO's overall aims and objectives. Act as subject matter expert for all CCTV products to advise the SIO and investigation team to maximise all evidential CCTV opportunities.
2. Oversee allocation and supervision of the CCTV Investigator's workloads to ensure tasks are completed and prioritised. Provide support and guidance to CCTV Investigators when necessary.
3. Assess viewed data and highlight potential evidential opportunities to ensure the SIO is made aware of current developments relating to CCTV investigations. Deliver professional briefings / presentations to police officers and staff on all CCTV matters.
4. View seized material including prepared viewing logs to provide evidential statements for continuity and accuracy. Attend court and give evidence in relation to this work.
5. Ensure staff adhere to relevant force procedures in relation to information management by ensuring compliance with ISO 17025 and CPIA 1996 when scoping, retrieving and viewing materials. Ensure compliance with CPIA 1996 in relation to disclosure obligations with the appointed disclosure officer.
6. Provide leadership and line management of the CCTV Investigators with regards to personnel issues including; allocation and monitoring of work, staff training and development, staff discipline, performance and welfare in order to ensure an efficient and effective service is provided.
7. Manage the efficient functioning and running of the CCTV viewing suite by maintaining and upgrading hardware / software. Undertake project work related to improving software, analytics and viewing capabilities.
8. Liaise and work with other departments and agencies in support of Major Crime Unit investigations.

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 CCTV Coordinator will quality assure all work before submission to the evidential chain. They will be expected to become a subject matter expert advising the SIO and investigation team as necessary. They will prioritise work to maximise CCTV evidential opportunities.

They will work with the SIO to manage expectations and exert influence to ensure the best use of resources and setting of realistic objectives.

They will act single point of contact for FAVU and other departments responsible for all matters related to scoping, retrieval and viewing of media. They will represent the SIO in conferences with the CPS and counsel when required.

Nature and seriousness of the crimes being investigated adds an extra dimension as this leads to intense scrutiny from both prosecution and defence teams into the work of the CCTV teams. The CCTV Coordinator will have responsibility for the allocation of resources in line with assessment of threat, risk and harm principles.

Requires liaison with partner agencies and private companies to negotiate release or seizure of material. The CCTV Coordinator will maintain ongoing positive working relationships with local business in the geographical area of responsibility. The CCTV Coordinator will have to persuade and negotiate with those from both commercial and private sector in arrange of different scenarios. They will also need to balance competing demands from various investigations.

Designated powers – forensic investigator powers will be used for seizure of CCTV and other digital evidence ensuring compliance with section 19 of PACE. The CCTV Investigator will support Police Officers with the execution of section 8 warrants for the above utilising designated investigator powers.

The role holder will be dealing with cases which could be of a sensitive or distressing nature.

The demand on the Major Crime Unit is unpredictable, therefore the CCTV Coordinator may be required to work extended hours and weekends.

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. Proven experience of producing detailed and accurate reports with an ability to deliver presentations. Ability to problem-solve, investigate, interpret and draw together different pieces of data from hard drives, cloud storage and other platforms.	E
2. Proven ability to work confidentially and independently in a flexible manner to prioritise and monitor high workloads in a pressured environment. Must possess good analytical skills to record and capture fine detail with an ability to concentrate for extended periods of time. Ability to work under pressure and achieve results whilst maintaining an awareness of a team's work.	E
3. Good knowledge of evidential matters, disclosure and the preparation of evidence preferably gained in an investigative arena.	E
4. Understanding or willingness to learn ISO 17025 forensic standards of seizure.	E
5. Must possess excellent communication and listening skills to gain trust with internal / external customers at all levels. Ability to work within clearly defined parameters / procedures. Experience of working within a team or working unsupervised.	E
6. IT literate in Word, Excel and PowerPoint with a knowledge of computer databases, storage and computer software applications e.g transferring / converting CCTV data from one format to a viewable format.	E
7. 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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Job Evaluation Number	C105

Additional comments: 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.

** indicate their ability to work extended hours and weekends at short notice as determined by business need.