JOBS DESCRIPTION

**Job Title:** Missing and Exploitation Coordinator  
**Location:** Aylesbury, Cowley, Reading  
**Job Family:** Operational Support  
**Role Title:** BB3 Police Staff  
**Reports To:** Detective Sergeant – Missing and Exploitation  
**Band level:** 3G  
**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:** Have oversight and co-ordinate a multi-agency response to missing and exploitation cases to ensure information provided to operational police officers is timely, in live time and escalate incidents as appropriate. Undertake office based enquiries and maintain a consistent approach to all missing and exploitation cases with the objective of reducing the likelihood of harm and supporting criminal prosecutions.

**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. Undertake a holistic review of relevant systems and respond to referrals and cases to identify those at risk of exploitation and where appropriate manage the threat, risk and harm with appropriate partner agencies, ensuring safeguarding actions are taken.

2. Task (where appropriate) other police teams to complete actions to safeguard individuals being managed within the hub. Ensure other teams are aware of information/intelligence which supports their activities when managing the individual. Support the appropriate police department or team in the exploitation investigations and provide information, intelligence and patterns which help drive activity to disrupt offenders, protect victims and police relevant locations. Ensure actions are recorded in appropriate case management systems.

3. Review daily reports and referrals of cases to include missing, exploitation, and arrests of individuals to provide an appropriate response.

4. Research, develop and evaluate information and intelligence to identify persons of concern, trends and hotspots. Identify opportunities for safeguarding vulnerable persons and for disruption of persons of concern. Link in with the local police teams to brief them so action can be taken.

5. Undertake office based investigations and enquiries of missing and exploitation cases, where required. Liaise with local police areas to identify issues and agree further actions.

6. Attend internal and external meetings relating to safeguarding concerns of missing and exploitation cases for each geographic location. Ensure daily referrals of missing individuals to social care to reduce the risk of harm and missing incidents.

7. Liaise with others involved in the intelligence process, including other Forces and regional teams to promote an effective interchange of intelligence/information. Work closely with statutory and voluntary agencies to gather information to safeguard individuals at risk/victims of missing and exploitation and to disrupt perpetrators of exploitation.

8. Generate referrals to partner agencies where safeguarding concerns have been identified in missing and exploitation cases, including intelligence.
9. Act as SPOC (Single Point of Contact) in missing cases for all partner agencies. Also act as SPOC for family members to maintain regular contact as directed in relevant cases such as low-risk and long-term cases during office hours. Complete liaison with LPA to ensure consistent response.

10. Prepare and update Niche investigations, RMO and intelligence reports to ensure investigative and safeguarding actions are completed and auditable.

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:
This role will coordinate and prioritise both missing person’s episodes and exploitation cases to safeguard individuals from harm within the Missing and Exploitation Hub.

The Missing and Exploitation Co-ordinator will need to develop and maintain effective partner agency relationships to accurately assess threat, risk and harm to ensure the appropriate response is put in place.

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.

The knowledge or skills required in the role are as follows (essential or desirable):

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<th>The knowledge or skills required in the role are as follows (essential or desirable):</th>
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<td>1. Proven ability to work confidentially within a team in a flexible manner to prioritise and monitor high workloads with high attention to detail in a pressured environment with the ability to prioritise conflicting demands/cases. Must possess good analytical skills to record and capture fine detail.</td>
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<td>2. Excellent communication skills with the ability to forge positive relationships with individuals at all levels both in and outside the force. Proven ability to be assertive and proactive in moving cases along whilst co-ordinating progression of the cases.</td>
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<td>3. Current understanding or willingness to learn NIM (National Intelligence Model) - (training will be provided).</td>
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<td>4. Current understanding or willingness to develop knowledge of relevant law (e.g. Modern Slavery &amp; Sexual Offences) - (training will be provided).</td>
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<td>5. IT literate with an excellent knowledge of Microsoft packages, including Word and Outlook. Ability to learn new systems.</td>
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<td>6. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. 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 **.</td>
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<td>7. Proven ability to remain emotionally resilient when faced with distressing scenarios. ***</td>
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<td>8. Recent and relevant experience of completing risk assessments and risk management plans.</td>
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9. Previous experience of using force systems including: Niche, PNC, Command and Control.

**Additional comments:** At interview, candidates will be asked to:
** confirm their willingness to undertake the Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.
*** be subject to psychological screening.