

## **GREATER MANCHESTER POLICE**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Detective Constable - Reader/Receiver Counter Terrorism Policing North West Major Incident Room
<b>DIVISION/DEPARTMENT:</b>	Counter Terrorism Policing North West (CTPNW), Major Incident Room, Overt Investigations
<b>RESPONSIBLE TO:</b>	Detective Sergeant/Supervisor CTPNW MIR
<b>RESPONSIBLE FOR:</b>	N/A
<b>AIM OF JOB:</b>	To act as a receiver/document reader within a CTPNW MIR, to support the investigation of crimes falling within the national, regional and force counter terrorism and extremism control strategies with the aim of securing prosecution.
<b>TENURE OF POST:</b>	Minimum 2 years
<b>HMIC CATEGORY:</b>	Operational

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **OPERATIONAL DUTIES**

- Perform duties as receiver/document reader, in Major Incident Rooms (As detailed in Major Incident Room Standard Admin procedures) MIRSAP.
- The Receiver/Document Reader is a proven Investigator who receives, assesses and reads all documentation entering the MIR.
- Analyses information forwarded to the Incident room for relevancy in relation to ongoing CTU enquiries.
- Attend all briefings held by the SIO.
- Work in close liaison with the case officer and action manager to keep up to date with the enquiry.
- Assess documentation for relevancy, security levels, priorities and GSC marking.
- Ensure that actions are completed correctly.
- Send documentation for registration.
- Where a line of enquiry is revealed, give explicit instructions for an action to be raised.

- Indicate any text for indexing.
- Move actions and documentation through the Holmes queues as appropriate.
- Record a summary of documents/statements in compliance with MIRSAP guidelines to assist with list management, file preparation and disclosure.
- Forward all marked documentation to the indexers ensuring that the status has been updated.
- Where an investigation is part of a linked series, research the linked investigations to identify any relevant links.
- When necessary, work in other parts of the United Kingdom or abroad.
- Be available on a rota basis at weekends and out of normal hours if required.
- Ensure that all work is undertaken in compliance with all relevant legislation and according to national standards of good practice.
- To carry out such other duties which are consistent with the nature and responsibilities of the post.
- Comply with the National Crime Recording Standard and minimum investigative requirements.

## **DEALING WITH PEOPLE**

- Work in partnership with, and form good working relationships with officers in other parts of Counter Terrorism Policing, other Forces and with external agencies such as the Security Service, and UKIS UK Border Force to minimise duplication of effort, maximise intelligence and evidential opportunities in order to counter threats from extremism and terrorism.
- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

## **GENERAL**

- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers

should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

### **NOTES**

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Officers' applications for this post will only be considered if they have provided a DNA sample for the elimination database.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

## LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision of, 'Protecting society and keeping people safe'.

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

### Our Leadership Expectations are:

#### **Inspiring Others**

Listening to, involving and motivating others to take action and behave with courage and integrity

#### **Enabling Change and Improvement**

Taking responsibility to solve problems, implement change and make improvements to our services

#### **Developing Yourself and Others**

Developing yourself and others to succeed and increase their contribution to GMP

#### **Responsibility for/to the Team**

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

#### **Working in Partnership**

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

#### **Demonstrating Respect and Compassion**

Treating all our people, partners and communities with respect and compassion

#### **Service Delivery**

Delivering excellent policing services to the people of Greater Manchester

### Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Detective Constable - Reader/Receiver** has been identified as: **A Peer Leader**.

**Please Note:** As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website:  
[www.gmp-recruitment.co.uk](http://www.gmp-recruitment.co.uk)

**PERSON SPECIFICATION**  
**Detective Constable, Reader/Receiver**  
**CTPNW**

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<p><b><u>Qualifications/Education</u></b></p> <p>Completed ICIDP training.</p> <p>Have successfully completed or be willing to attend and successfully complete a Holmes reader/receiver course.</p>	<p>E</p> <p>E</p>	<p>AF</p> <p>AF</p>
<p><b><u>Experience</u></b></p> <p>Experience in the preparation of prosecution files.</p> <p>Experience of investigating complex enquiries, serious crime and liaising with CPS.</p> <p>Experience of investigations dealing with forensic submissions and exhibits.</p> <p>Experience in Major Incident Room procedures and roles and Holmes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>Knowledge</u></b></p> <p>Uses knowledge of law to good effect during investigations.</p> <p>Have an operational understanding of the diverse communities (of the applicants force) and able to evidence delivering a policing response informed by that understanding.</p> <p>Knowledge of force policy/procedure and best practice in relation to major crime investigation.</p> <p>Thorough knowledge of PACE, related procedures and Home Office procedures relevant to Major Crime Investigation.</p> <p>Aware of forensic techniques such as the preservation of exhibits and contamination issues.</p> <p>Knowledge of procedures when first at the scene of a crime to ensure correct scene management.</p> <p>Knowledge and experience of managing the conversion of intelligence into evidence.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>I</p> <p>T/I</p> <p>T/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

Knowledge of legislation relating to the gathering of intelligence e.g. RIPA and HRA.	D	I
Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.	D	I
Knowledge of terrorism legislation.		
Knowledge of disclosure and associated issues.	D	I
Evidence of an operational understanding of the diverse communities (of the applicants force) and an ability to evidence delivering a policing response informed by that understanding.	D E	I AF/I
<b><u>Skills/Abilities</u></b>		
Computer literate with experience of using various applications within Microsoft Office.	E	AF/I
Language skills. Please note being multilingual is not essential in the CTU, however, it is advantageous to have officers who are multilingual.	D	AF/I
<b><u>Other</u></b>		
Has achieved a good attendance record.	E	AF(E)
Officer's applications for this post will only be considered if they have provided a DNA sample for the elimination database.	E	AF/(E)
Prepared to be flexible in relation to work requirements as necessary and willing to work out of force and abnormal hours when necessary.	E	AF
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	I

## **Key**

<b>AF(E)</b>	<b>Eligibility (this will be checked by the recruitment team)</b>
<b>AF</b>	<b>Application Form</b>
<b>C</b>	<b>Certificate</b>
<b>T</b>	<b>Test</b>
<b>I</b>	<b>Interview</b>

**Please note:**

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.