



ROLE PROFILE

Post Title:	ANPR Compliance Officer	
Grade:	LC5	JE:2056
Location:	Samlesbury Police Post	
Responsible to:	ANPR Sergeant/Manager	

Job Purpose:

To continually review ANPR equipment performance and ensure conformance with the data standards set by the National ANPR Standards for Policing and Law Enforcement.

To review annually the continued requirement for ANPR camera deployments against the originating strategic assessment as part of the Constabulary's requirements under the Data Protection Impact Assessment.

To complete and publish annually the Surveillance Camera Commissioners Self-Assessment for ANPR and measure the completion of action plans associated with the assessment.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To annually capture, review and document ANPR camera test footage from the Constabulary's fixed site estate to ensure that all the cameras are compliant with the National ANPR Standards for Policing and Law Enforcement.
- To annually review and document the deployment of the fixed ANPR equipment to ensure that the locations continue to meet the original strategic requirement.
- To ensure that the ANPR systems are tested and compliant against the data standards set out in the National Standards and the ANPR Compliance and Audit Standards, documenting the results.
- To review ANPR records with the officer in case which have been

preserved under the Criminal Procedures Investigation Act (CPIA) and the Management of Police Information (MoPI) to ensure that there is a continued need to retain data.

- To undertake annually the Surveillance Camera Commissioners Self-Assessment and measure compliance against action plans that are identified.
- To assist in the process of documenting support surrounding the strategic need for additional ANPR camera sites.
- To plan, organise and undertake review and auditor meetings as required.
- To liaise effectively with other staff, departments and organisations.
- To work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.
- To be aware of the team's objectives and ensure maintenance of, and adherence to, quality standards, service level agreements and customer requirements, highlighting areas for improvement where appropriate
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post as directed by ANPR Manager.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
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We are innovative and open minded	1	Interview
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Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Knowledge / Experience		
Essential	Desirable	To be identified by
Experience of using Microsoft Software Applications, including the MS Office 365 software (Word, Excel & PowerPoint) as well as MS Teams.	Knowledge of the National ANPR Standards for Policing and Law Enforcement.	Application Form / Interview
Willingness to undertake the ANPR system training courses.	Knowledge of the Data Protection Act.	Application Form / Interview
Experience of inputting, updating, and maintaining computerised recording systems.	Previous experience of ANPR systems such as Cleartone and/or the National ANPR Service	Application Form / Interview
Experience of working in partnership with other internal and external departments.		Application Form / Interview
Experience of producing accurate written information and demonstrate a high level of attention to detail.		Application Form
Experience of evaluating information and making decisions		Application Form / Interview
Experience of managing own workload and prioritising effectively to handle several tasks simultaneously ensuring deadlines and performance targets are met		Application Form / Interview
Demonstrate self-motivation		Interview

and willingness to develop self within the role		
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
The ability to travel on Constabulary business as required and have a full car driving licence		Interview
Willing to undertake and pass the force's required vetting levels for the ANPR Team (currently SC and Management Vetting)		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate. **Date last updated: October 2022**