

## ROLE PROFILE

<b>Post Title:</b>	GRIP Business Support Officer	
<b>Grade:</b>	LC6	<b>JE:2065</b>
<b>Location:</b>	Blackpool though working Countywide to the Violence Reduction Network	
<b>Responsible to:</b>	VRN Operational Lead	

### Job Purpose:

To manage and participate in a wide range of duties across the GRIP knife crime fund to reduce serious violence in line with home office deliverables. To support the ADDER project at Blackpool as required.

### 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 co-ordinate and gather evidence and statistics across all BCUs to support violence reduction interventions
- To plan, prepare and be involved in the delivery of local and national operations including ongoing support.
- To plan and prepare an investigation, including evidential material for volume crime to support problem solving approaches.
- To liaise and support the partnership around serious violence approaches, including councillors and CSP's
- To work in partnership with other departments and agencies to safeguard and protect those at risk of harm
- To co-ordinate across all BCU Serious Violence Sergeants the use of knife crime equipment, location, reviews, usage, collections, including maintenance of mobile police stations.
- To maintain stock for the safe collection of weapons and knives from surrender bins and comply with health and safety / PPE usage
- To liaise with finance team around purchases, including purchase order requirements and invoices.
- To scrutinise BCU serious violence returns for GRIP and ADDER, liaise with analysts, and set consistencies for home office returns
- To assist and support / educate with legislation change requirements, including investigation.
- To support the process regarding seized material and exhibits, including the examination of seized articles
- To use internal IT systems to research and maintain records regarding individuals and investigations
- To be flexible in providing cover within the normal place of work and across the county
- To carry out any other duties which are consistent with the nature, responsibilities, and grading of the post

**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	2	Interview
We take ownership	1	Interview

**Inclusive, enabling and visionary leadership**

We are collaborative	1	Interview
We deliver, support and inspire	2	Interview

**Intelligent, creative and informed policing**

We analyse critically	2	Interview
We are innovative and open minded	1	Interview

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.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

**Qualification**

Essential	Desirable	To be identified by
PIP level 1 trained for investigation and evidential material for volume crime.		Application Form / Interview

<b>Knowledge / Experience</b>		
Experience of gathering information and statistics from Police systems	Experience of using Lancashire Constabulary databases to research and record information	Application Form / Interview
Experience of handling exhibits and recording them as such.	Knowledge of procedures and policies	Application Form / Interview
Experience of dealing with members of the public	Experience of working in partnership with other departments and agencies	Interview
Experience of communicating at all levels with a wide range of audiences including local authority	Experience of investigating crime.	Interview
Experience of working effectively and efficiently as part of a team, and working with minimal supervision	Experience of gathering critical evidence by interviewing victims, significant witnesses and suspects.	Application Form / Interview
Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them	Knowledge of intelligence gathering procedure and policies.	Interview
Experience of maintaining and interrogating computerised systems		Interview
Experience in dealing with members of the public and working in partnership with other departments		Interview
Experience of maintaining strict confidentiality using tact and diplomacy where appropriate	Experience and knowledge of the Criminal Justice System relating to the PACE Act, including searching premises, handling exhibits, interviewing suspects, and CPIA 1996, relating to disclosure	Interview
Experience of writing professional reports		Application Form / Interview
<b>Other</b>		
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
Ability to travel on Constabulary business when required.		Application Form
A flexible approach towards working practice and working hours.		Application Form / Interview
Full driving licence		Application Form
Willing for appropriate vetting commensurate to role		Vetting Process

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 deemed appropriate.

**Date last updated: 24 April 2023**