

# LANCASHIRE CONSTABULARY

## JOB DESCRIPTION



**Lancashire**  
**Constabulary**  
police and communities together

**Post Title:** Business Crime Coordinator

**Location:** Corporate Development - Headquarters

**Responsible to:** Sergeant – Strategic Priorities - Corporate Development

**Job Purpose:** Co-ordinator of Business Crime response and activities, engaging with internal and external departments and stakeholders.

**Grade:** LC6

### KEY RESULT AREAS

**This is not a comprehensive list of all 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 have responsibility for understanding and co-ordinating the Constabulary's response in relation to Business Crime issues.
- To work closely with the Force's strategic lead and the Office of the Police and Crime Commissioner to devise a corporate framework
- To support and co-ordinate the refresh of the Business Crime Strategy together with co-ordinating the implementation of certain aspects of the Business Crime Delivery Plan.
- To understand, develop and maintain links in the business community by developing a business crime forum.
- Raise the awareness of Business Crime in Lancashire both within the Force and outside the Force via the local and national media, including certain key public events to help promote community engagement around business crime.
- Provide a role in the education of business crime, in addition to the facilitating and developing campaigns to include innovative thinking around the types of crime and the learning in this regard eg phone apps/pop ups.
- Develop links to intelligence and disseminate appropriately to the relevant partner agencies
- Represent the Force Business Crime issues at regional and national meetings in addition to outside agencies.
- Co-ordinate briefings and other meetings with the public, police officers / police staff or other agencies facilitating the appropriate resource to provide specialist advice around Business Crime including relevant legislation.
- Liaise with BCU Single Points of Contacts (SPOCs) and provide specialist knowledge to support investigations/operations, both at SMT and Place based/local level.
- Provide input to newly appointed staff around Business Crime issues within Lancashire.

- Disseminate information and intelligence to relevant partner agencies.
- Demonstrate a strong commitment to delivering high standards of service with an emphasis on Quality at all times.
- Promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.
- Be responsible for improving your performance by participating in the Continuous Professional Development (CPD) programme with your manager.
- Co-ordinate and manage CPD events and external conference in relation to Business Crime.
- Carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

## **CANDIDATE SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
<b>Knowledge / Experience</b>		
	Experience of using the database <i>Sleuth</i> , in particular relating to Intelligence, Crime, PVP, Custody, and incident logs.	Application Form / Interview
Knowledge and understanding / awareness of Business crime – types and agencies		Interview
	Knowledge of the National Intelligence Model (NIM) and the 5x5x5 intelligence grading system.	Interview
Knowledge and Experience of Event and Project Management.		Interview
Demonstrate self-motivation and the ability to work with minimum supervision, organising and prioritising own workload.		Application Form / Interview
The ability to demonstrate initiative and work effectively as a member of a multi-functional team.		Application Form / Interview
Experience of communicating articulately across a wide spectrum of people, both individuals and in groups, internally and externally.		Application Form / Interview
	Experience of preparing and delivering presentations to diverse audiences including local and national media.	Application Form
Experience of working in partnership with other internal and external departments / agencies.		Application Form / Interview
Experience of maintaining and managing confidential records, paying particular attention to detail and ensuring the accurate recording of data and the correct treatment of confidential information.		Application Form / Interview
The ability to work to deadlines and tight timescales within a pressurised environment.		Interview
Ability to interpret information and identify patterns and trends.		Application Form / Interview
The ability to demonstrate a high level of accuracy and attention to detail, particularly relating to the collection, collation and recording of information.		Application Form / Interview
Knowledge of Health & Safety, Equal Opportunities and Diversity Issues.		Interview
<b><u>Other</u></b>		
An acceptable level of sickness absence		Attendance to be checked post interview by Recruitment for internal staff, via references for external.
The ability to travel on Constabulary business as required		Interview

<b>Personal Qualities</b>	
<b>Decision Making</b> Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.	Interview / CPD*
<b>Leadership – Openness to Change</b> Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.	Interview / CPD*
<b>Leadership – Service Delivery</b> Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.	Interview / CPD*
<b>Professionalism</b> Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behavior. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.	Interview / CPD*
<b>Public Service</b> Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.	Interview / CPD*
<b>Working with Others</b> Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.	Interview / CPD*

*\*Continuous Professional Development (CPD) refers to the on-going internal appraisal scheme that Lancashire Constabulary employ to monitor and develop its employees.*

*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 it deems appropriate.*

**Date last updated: February 2017**

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