

ROLE PROFILE

Post Title:	Home Office Counting Rules Review Manager	
Grade:	LC10	JE: 2061
Location:	Corporate Development ACPO Support Section, Headquarters	
Responsible to:	Staff Officer to the Chief Constable	

Job Purpose:

To support the National Police Chief Council (NPCC) lead for crime recording in reviewing the Home Office Counting Rules (HOOCR) leading to comprehensive, consistent and accurate recording of crimes and application of investigative outcomes. To develop stronger links between the National Crime Recording Standard (NCRS) and National Standard for Incident Recording (NSIR). To assist in implementation of any changes to the rules or standards.

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.

- Support the National Police Chief Council (NPCC) lead and review team by undertaking a strategic role in reviewing the national Home Office Counting Rules
- Provide expert advice to the National Police Chief Council (NPCC) lead and review team to ensure the integrity of crime recording data nationally
- Undertake research to identify appropriate areas of the Home Office Counting Rules requiring review and through analysis of evidence, lead on the review of identified areas to improve data integrity
- Evaluate review outcomes and present findings with recommendations as required by the NPCC lead
- Develop policy and procedure to support crime recording and secure national data integrity, updating the Home Office Data Quality Assurance Manual as appropriate
- Develop and maintain an organisational plan to identify areas for review, monitoring, implementation and evaluation, providing regular progress updates at a national level
- Build and maintain strong relationships with multiple stakeholders including the police,

government offices and policy colleagues across policing and more widely key stakeholders such as victims groups.

- Collaborate with HMICFRS, in particular with the portfolio directors for the Victim Service Assessments and the wider PEEL inspections.
- Collaborate with the national network of Force Crime Registrars and the National Crime Registrar who is head of profession to provide expert advice and guidance and liaise with the College of Policing and NPCC to build on professional training and accreditation.
- Develop effective working relationships with the NPCC chief officer leads for crime recording, crime statistics and other relevant portfolios.
- Provide strategic direction, leadership and professional guidance to staff at all levels.
- Develop and monitor quality assurance and audit programmes to ensure compliance with the NCRS/NSIR, ensuring high standards of data integrity
- Ensure that timely, accurate and meaningful management information is produced and circulated appropriately.
- Advise and assist colleagues to ensure that the review can fulfil the Home Office Data Hub commitments in relation to crime
- To be responsible for improving your performance by participating in the Continuous Professional Development (CPD) process with your manager
- 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	2	Interview

Inclusive, enabling and visionary leadership

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

Intelligent, creative and informed policing		
We analyse critically	2	Interview
We are innovative and open minded	2	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.		
Integrity		Impartiality
Public Service		Transparency
Knowledge / Experience		
Essential	Desirable	To be identified by
Accredited to the College of Policing's national FCIR standards with demonstrable experience of the Counting Rules for NSIR, NCRS and awareness of NICL	Experience of inputting, updating and maintaining computerised and manual filing / recording systems	Application Form/ Interview
Experience of using Command and Control and Crime recording systems and Microsoft Software Applications, including MS Office – Word, Excel, PowerPoint & Access	The ability to record, manage and analyse large amounts of data / evidence.	Application Form/ Interview
Experience of interrogating computer systems to produce reports and management information (graphs, tables, and statistics) to support and inform management decisions.	Experience of producing accurate written information and demonstrate a high level of attention to detail	Application Form/ Interview
Experience of dealing with people in difficult, sometimes confrontational circumstances	Experience of communicating across a wide spectrum of people both individuals and in groups	Application Form/ Interview
Experience of working to deadlines and tight timescales, within a busy environment.		Application Form/ Interview
Experience of leading, motivating and developing a team within a busy performance-oriented environment		Application Form/ Interview
Experience of interpreting complex rules and regulations, identifying options and taking appropriate action	.	Application Form/ Interview

Demonstrate a strong commitment to delivering high standards of service with an emphasis on quality at all times.		Application Form/ Interview
Experience of successfully providing briefings to supervisors and managers		Application Form/ Interview
Demonstrate self-motivation and desire to develop self within the role.		Application Form/ Interview
Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them.		Application Form/ Interview
Knowledge of Health & Safety, Equal Opportunities, Data Protection Principles and Community & Race Relations Legislation/issues		Application Form/ Interview
Other		
A flexible approach to working hours and practices		Application Form/ Interview
A willingness to travel throughout Lancashire, and beyond on occasions		Application Form/ Interview
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

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: 3 January 2023