

ROLE PROFILE

Role Title	Senior Legal Advisor	Reporting to	PNLD Manager
Section	PNLD	Division/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure		Rank/Grade	POB

Part A – JOB DESCRIPTION

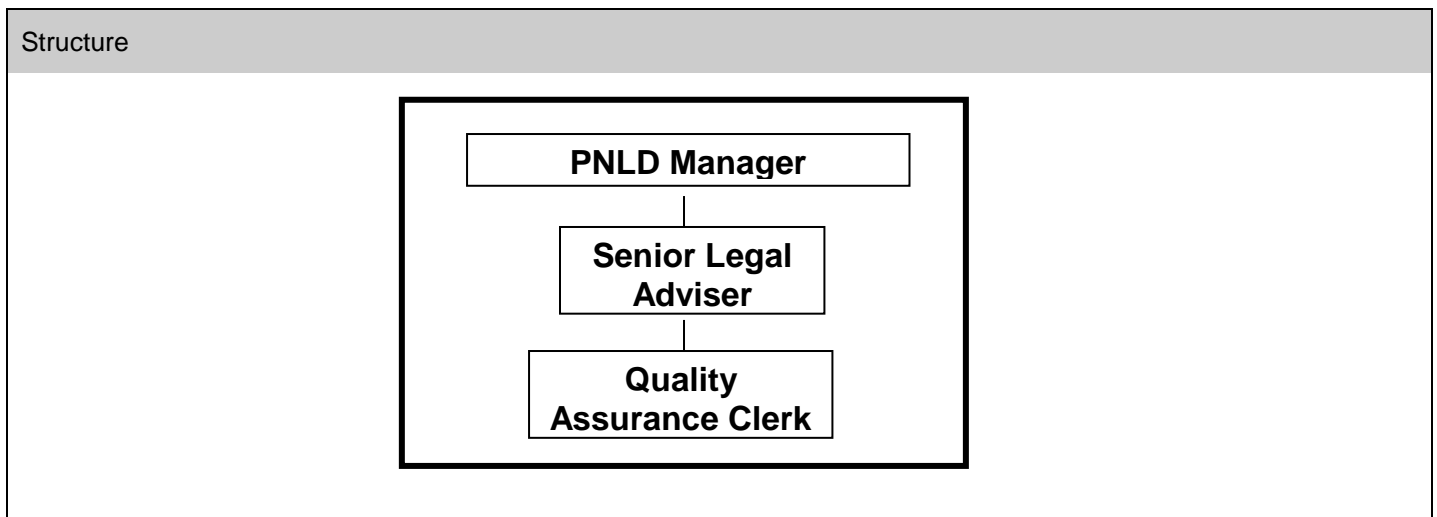
Overall purpose of role	Manage primary legal processes within the PNLD, supervise the Quality Assurance Clerks and provide an accurate and up-to-date interpretation of all relevant law, in particular, criminal law and police procedures for the benefit of all Customers.
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Key outputs for role	% time
<ol style="list-style-type: none"> 1. Scan all legislative changes, protocols, Home Office Circulars and judicial precedent impacting on the application of law in England and Wales (taking account of other legislative systems as appropriate), and delegate the ensuing work appropriately to ensure the integrity and reputation of the PNLD is maintained. 2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures. 3. Deputise for the PNLD Manager in his/her absence particularly in relation to legal matters. 4. Write and maintain accurate legislation and other associated documents, identifying links to relevant material, ensuring that all appropriate legislative considerations are clearly recognised. 5. Quality check and manage the publication of all new material, including updated news items onto the PNLD. 6. Deliver presentations and training sessions on the work of the Unit to prospective/existing users and new staff to enhance awareness and knowledge of the PNLD product. 7. Provide professional written and verbal advice on all relevant aspects of law and on the operation of the PNLD system to ensure utilisation of and access to accurate information 8. Commit to and work towards our ambition to deliver world-class policing, leading by example and behaving in line with the Force Purpose and Values, and taking appropriate action to ensure that all of your team members do likewise. 	

<p>Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)</p> <ul style="list-style-type: none"> • Responsible for PNLD databases worth in excess of £5 million. • Manage the Quality Assurance Clerks. • Responsible for environmental scanning and maintaining accurate and up-to-date material on all aspects of Criminal Law, Road Traffic Law, Evidence and General Police Duties and Procedures which include Firearms, Licensing, Human Rights, Child Protection, Animals, Information Technology and Discrimination. • Research and advise on criminal law and procedures
<p>Work/Business contacts</p> <p>Internal: All Police Officers/police staff up to Command Team Rank.</p> <p>External: All Police Officers in England and Wales. Home Office, Judicial bodies, Law Faculties, Barrister/Solicitors, CPS and other such bodies. All customers subscribing to the PNLD.</p>

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• A degree in Law or equivalent relevant experience	Essential
• A minimum of 5 years relevant experience in the field of criminal law.	Essential
• A thorough knowledge of the legislative process and law relating to the Police and the ability to communicate such matters effectively.	Essential
• General experience in the management of staff.	Desirable
• Experience of working with 'Microsoft Office' type applications and the use of the internet.	Essential
Other (Physical, mobility, local conditions)	
• Holds a full current UK/European driving licence.	Essential
• Access to a vehicle and able to use it for business purposes.	Desirable

Expertise in Role - After initial development - Level 2
• Ability to cope with a substantial and multi-faceted workload with a minimum of supervision and within enforced time limits.
• Detailed knowledge of processes and policies within PNLD for the successful operation of PNLD
• Detailed knowledge of police organisational structures and a working knowledge of outside agencies.
• Demonstrate ability to use a range of computer software packages relevant for the development of PNLD
• Application of staff management skills.



Signatures

Approved by : Line Manager

Approved by : Post Holder/or Representative

PART B – NCF COMPETENCIES

National Competencies	Level
• Community and Customer Focus	B
• Personal Responsibility	A
• Openness to change	B
• Respect for Race and Diversity	A+
• Effective Communication	B
• Problem Solving	B
• Planning and Organising	B
• Maximising Potential	B

Part C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)	
<ul style="list-style-type: none">• Considered an expert source of advice on matters related to criminal law and police procedures.• Able to advise on use of the custom made programs created for PNLD.• Displayed effective management skills.	
Change in competency level?	<ul style="list-style-type: none">• <input type="checkbox"/>• <input type="checkbox"/>• <input type="checkbox"/>

Standard IT Access
Default with extended internet access

Police Building – Perimeter and Zone Access
Perimeter Access to Police Buildings where based

Vetting Level
Recruitment Vetting

<i>Date accepted as Role Profile</i>
10/09/09