



JOB PROFILE

POST TITLE:	Home Office Large Major Enquiry System (HOLMES) Supervisor
GRADE:	F
DIRECTORATE:	Protective Services
RESPONSIBLE TO:	HOLMES Office Manager
RESPONSIBLE FOR:	Exhibits and Disclosure Officers Incident Support Officers MIU Administrators
LOCATION:	Rugby
JOB PURPOSE:	To act as the Receiver/ Document Reader within the Major Investigation Room and supervise the work of Police Staff to support the delivery of effective Major Crime Investigation and Critical Incident Service, ensuring that organisational standards are upheld.

MAIN RESPONSIBILITIES:

1. To act as the Receiver/Document Reader within the Major Investigation Room and be familiar with and able to carry out other roles within the Major Incident Room as set out in Major Incident Room Standard Administrative Procedures.
2. Train and assess to national standard all roles within HOLMES, Casualty Bureau (CB) including CasWeb, National Mutual Aid Telephony (NMAT). Provide on-going refresher training, both formally and on-the-job.
3. To provide advice to investigators engaged on major investigations around their personal responsibilities to record, reveal and retain material capable of having an impact on a criminal investigation in line with the principles of Criminal Procedure and Investigations Act (CPIA) 1996 and the Police and Criminal Evidence Act (PACE) 1984.
4. To provide clear direction to HOLMES staff to ensure that the objectives set by the Senior Investigating Officer (SIO) and the Office Manager are met.

5. To be responsible for the supervision of officers and staff (in addition to HOLMES staff) seconded in the wake of Casualty Bureau activation where multiple casualties and/or multiple survivors are expected.	
6. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	<ul style="list-style-type: none"> • Exposure to disturbing/unpleasant images or tasks including; <i>scene photographs, victim/suspect interviews, witness statements, etc.</i> • Regular travel throughout Warwickshire
Security level:	Management Vetting

PERSON SPECIFICATION:

Knowledge:

- PIP2 Accredited (or equivalent)
- An understanding of Major Incident Room Standard Administrative Procedures (MIRSAP), Murder Investigation Manual and Criminal Procedure and Investigations Act 1996.
- HOLMES Trained
- Casualty Bureau Trained as outlined in the Casualty Bureau Standardised Administrative Procedures (CBSAP).
- Successful completion of HOLMES Document Managers Course
- Have successfully completed an accredited trainer course
- Successful completion of Unisys HOLMES Train the Trainer Course
- 5 GCSE's or equivalent, grade C or above including English Language

Experience:

- Significant experience of major and serious crime investigations.
- Extensive experience of working within Major Incident Rooms.
- Previous experience of managing and supervising staff.
- Extensive experience of using HOLMES and Casualty Bureau systems.
- Previous experience of working within a training environment.

Key Skills:

- IT literate.
- Able to communicate clearly both in writing and orally.
- High standard of decision making and problem solving skills.

BEHAVIOURS

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF:

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