



Warwickshire
POLICE



West Mercia
POLICE

MISSING PERSONS PRACTITIONER JOB PROFILE

POST TITLE:	Missing Person Team Practitioner
GRADE:	D
DIRECTORATE:	Local Policing
RESPONSIBLE TO:	Detective Sergeant, CSE/Missing Team
LOCATION:	Leamington Spa - Warwickshire
JOB PURPOSE:	To work collaboratively with partners, statutory and voluntary agencies to reduce and manage risk, safeguard and protect children who go missing and identify opportunities to reduce and prevent further missing episodes by adopting a problem solving and joint working approach.

MAIN RESPONSIBILITIES:

1. Retain ownership of specific children's cases (as allocated), and identify those who are causing the most demand on resources and adopt a problem solving approach to reduce this demand.
2. Retain ownership of specific locations, review all contacts made from these locations in relation to missing children and ensure appropriate follow up calls and visits are completed. Where necessary refer incidents to appropriate Safer Neighbourhood Team (SNT) or supervisors.
3. Retain ownership of allocated children's profile documents/ trigger plans. Evaluate and assess the risk elements within the profile documents, ensure that the details provided are appropriate, relevant, accurate, up to date and adhere to General Data Protection Regulations. Ensure that the profile document is visible and accessible on relevant force systems to officers and staff to assist with risk assessment and decision making.
4. When appropriate and directed, assist officers with missing investigations in relation to missing persons.
5. To liaise with other officers and departments within Warwickshire Police, partner agencies and/or the voluntary sector to share information and identify and complete actions required in order to manage and minimise the threat or risk to children who go missing.

6. To represent Warwickshire Police at multi-agency meetings, ensuring police obligations are met.	
7. To provide advice and guidance to staff in other business areas conducting Missing People Investigations, ensuring Warwickshire Police meet partnership and legislative responsibilities.	
8. Consistently apply policy, protocol and APP guidance in relation to missing person investigations.	
9. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	<p>Travel throughout Warwickshire</p> <p>The duties of this post may involve exposure to disturbing images or tasks.</p>
Security level:	Management Vetting (MV)

PERSONAL QUALITIES LEVEL: PRACTITIONER

Serving the Public

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.

Openness to Change

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 and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service Delivery

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.

Professionalism

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 behaviour. 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.

Decision Making

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.

Working with Others

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.

PERSON SPECIFICATION:**Knowledge:**

- Demonstrable knowledge and understanding of Missing, CSE, Child Protection/ Safeguarding procedures.
- Knowledge of, statutory guidance, approved professional practice and local safeguarding procedures relating to Missing Children, Child Sexual Exploitation, Trafficking and Child Protection

Experience:

- Experience of multi-agency working with statutory and voluntary agencies.
- Experience in successful working relationships both internally and with external statutory and voluntary agencies
- Proven ability and experience of researching and assessing information and identifying risk
- Experience of safeguarding children and vulnerable victims

Key Skills:

- Strong interpersonal skills
- Excellent investigative and decision making skills
- Competent in the use of IT systems
- Ability to work in partnership with other statutory and voluntary agencies
- Accurate data entry skills and the ability to enter, retrieve and present information in a suitable format.
- High level of communication skills both written and verbal including influencing and negotiating with other agencies when appropriate within information sharing discussions and strategy meetings
- The ability to analyse all available information and identify risks and manage these risks.