



Professional Role Profile

Role: Force Crime Registrar
Department: Royal Gibraltar Police
Responsible to: Superintendent Professionalism

JOB PROFILE

To provide professional leadership, oversight and expert advice in relation to crime and incident recording within the Royal Gibraltar Police, ensuring compliance with relevant recording standards, counting rules, audit requirements and force policy, and safeguarding the accuracy, integrity and consistency of crime data.

Key Accountabilities - (This section details the key responsibilities required of the role)

- Lead on the oversight of force crime and incident recording practices, ensuring compliance with relevant national standards, Home Office Counting Rules, recording frameworks and internal policy requirements.
- Act as the force subject matter expert and final point of reference on the interpretation of crime recording standards, incident recording standards and counting rules, providing authoritative advice where cases are complex, disputed or high risk.
- Maintain and strengthen the accuracy, integrity and consistency of crime and incident recording processes across the organisation, identifying themes, recurring issues and areas requiring corrective action.
- Design, manage and oversee audit, dip-sampling and quality assurance activity relating to crime and incident recording, ensuring findings are evidence-based, proportionate and clearly documented.
- Review and arbitrate on audit outcomes, recording decisions and reclassification issues where professional judgement is required, ensuring fairness, consistency and defensible decision-making.
- Provide specialist advice, guidance and support to officers, police staff, supervisors and senior leaders on crime recording, incident closure, classification, detection recording and related compliance matters.
- Monitor organisational compliance trends and prepare reports, briefings, presentations and recommendations for senior management to support performance improvement and governance.
- Contribute to the development, review and implementation of force policy, procedures, guidance and training materials relating to crime recording, incident recording and associated assurance processes.
- Act as the principal point of contact with relevant external bodies, including the Home Office or other agencies, on matters relating to crime and incident recording standards, audit requirements and interpretation issues, where applicable.
- Lead, manage and support staff engaged in audit or assurance activity, setting standards, allocating work, monitoring performance and developing capability within the team. Undertake thematic reviews, inspections and analytical work to identify operational, compliance or data quality issues and make recommendations to improve service delivery and organisational performance.



- Work closely with operational commands, Corporate Services, ICT, performance leads and partner agencies to ensure recording systems, processes and working practices support lawful, accurate and effective recording.
 - Maintain accurate, auditable records of reviews, decisions, recommendations and correspondence in accordance with force procedures, information management requirements and relevant legislation.
 - Promote a culture of professionalism, accountability, continuous improvement and ethical decision-making in all matters relating to crime and incident recording.
 - Undertake any other duties commensurate with the grade of the post as may reasonably be required.
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All RGP staff are expected to understand and act within Our Code of Ethics and Competency and Values Framework (CVF).



COMPETENCY AND VALUES FRAMEWORK (CVF)



The CVF aims to support all policing professionals and sets out recognised behaviours and values which provide a consistent foundation for a range of processes. This framework ensures that there are clear expectations of everyone working in policing which in turn will lead to standards being raised for the benefit and safety of the public.

The CVF has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. The table below highlights the levels for this role.

[Click here to access the Competency and Values Framework \(CVF\) document.](#)

Resolute, compassionate and committed	
We are emotionally aware Level 2	We take ownership Level 2
Inclusive, enabling and visionary leadership	
We are collaborative Level 2	We deliver, support and inspire Level 2
Intelligent, creative and informed policing	
We analyse critically Level 2	We are innovative and open-minded Level 2



Qualifications, Experience and Skills

PERSON SPECIFICATION – FORCE CRIME REGISTRAR		
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none"> • Educated to degree level, or able to demonstrate substantial equivalent professional knowledge and experience in crime recording, incident management, policing, audit, compliance or a related field. 	<ul style="list-style-type: none"> • Recognised qualification in audit, compliance, data quality, criminal justice, investigations or management. Supervisory or leadership development training. • Successful completion of force crime registrar or equivalent crime recording / counting rules training, or the ability to obtain such accreditation within a reasonable period of appointment.
Experience:	<ul style="list-style-type: none"> • Demonstrable experience of working in a policing, crime recording, incident recording, audit, investigations, compliance or performance environment. • Experience of interpreting and applying crime recording standards, counting rules, classifications, detections or related governance requirements. • Experience of quality assurance, audit, inspection, case review or thematic review activity, with the ability to identify findings and recommend improvements. • Experience of preparing reports, briefings, presentations or recommendations for managers or senior leaders. • Experience of exercising sound judgement, making defensible decisions and dealing with complex or disputed cases. 	<ul style="list-style-type: none"> • Experience of leading or supervising staff. • Experience within a force crime registrar, crime audit, professional standards, performance or assurance function.
Knowledge:	<ul style="list-style-type: none"> • Good working knowledge of crime and incident recording standards, Home Office Counting Rules and associated audit and compliance requirements. • Understanding of crime classifications, incident closing codes, detection principles and the operational context in which recording decisions are made. • Knowledge of quality assurance systems, organisational performance monitoring and continuous improvement approaches. • Good understanding of information management, confidentiality, data protection and records management requirements within a policing environment. • Working knowledge of Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of Gibraltar policing structures, criminal justice arrangements or local public sector governance. Knowledge of analytical or reporting tools used for audit and performance monitoring.



	applications, particularly Word and Excel, and the use of force systems to retrieve, interrogate and present information.	
Key Skills and Behaviours:	<ul style="list-style-type: none"> • Excellent attention to detail, with the ability to analyse information carefully and identify recording, classification or compliance issues. • Strong written and verbal communication skills, including the ability to explain technical recording matters clearly to different audiences. • Able to challenge professionally, provide balanced advice and make objective decisions based on standards, evidence and policy. Able to plan and deliver audits, inspections, reviews and follow-up actions in a structured and organised manner. • Strong interpersonal skills, with the ability to work collaboratively across operational and support functions while maintaining professional independence where required. • Able to manage competing priorities, work with discretion and maintain confidentiality when handling sensitive information. • Able to support, develop and motivate staff, and contribute positively to team and organisational performance. 	<ul style="list-style-type: none"> • Ability to communicate effectively in Spanish. • Confidence in delivering briefings, workshops or awareness sessions.
Other requirements:	<ul style="list-style-type: none"> • Must be willing to undertake role-specific training and continuing professional development relevant to the post. • Ability to attend meetings, audits, reviews or operational locations as required. 	<ul style="list-style-type: none"> • Security clearance to the appropriate vetting level for the role.

Required Vetting Level:

Management Vetting (MV)

All personnel with long-term, frequent and uncontrolled access to 'Secret' (and occasional access to 'Top Secret') assets or information should hold MV. MV is also a requirement for roles with duties, responsibilities or access that could present an increased risk to the RGP, as designated by Head of Professional Standards / Information Governance Manager. MV is also a pre-requisite for a NSV Security Clearance (SC). **Valid for 7 years.**