

Job Description

Job Title: CAID Image Classification Assessor (CICA) (Part Time 20 Hrs per week)	Name of Job Holder:
Reports To: Hotline Manager Direct Reports: None	Date Completed: August 2020 Date reviewed: August 2020
<p>Main purpose of the job:</p> <p>Using the UK Sentencing and Advisory Panel (SAP) guidance for the grading of Indecent Images of Children (IloC), Assessors will undertake the systematic review and categorisation of potentially criminal images sourced from the Police National Child Abuse Image Database (CAID). SAP graded images will be augmented with additional image and victim metadata using IWF assigned informational tags. Classified and tagged images will be 'hashed' to produce digital signatures which will be used to support the police, the IWF and a range of external stakeholders in the fight against the production, dissemination and distribution of IloC. This important work will enhance victim identification opportunities and assist with the location and removal of IloC. The tagging and hashing of images will also provide informative statistical and investigative analysis opportunities.</p>	

<p>Main responsibilities:</p> <ul style="list-style-type: none"> ➤ Actively participate in training and review sessions as directed. ➤ Accurately and consistently apply SAP categorisation to images. ➤ Accurately and consistently apply IWF informational tags to categorised images. ➤ Accurately and consistently generate hashes for all categorised images. ➤ Maintain grading and hashing output levels in line with set Key performance Indicators (KPIs) as set by the IWF. ➤ Proactively check the consistency and accuracy of all work at the end of each shift before data submission. ➤ Cooperate fully with Quality Assurance officers and compliance teams and rectify errors and or omissions as required. ➤ Follow and maintain all IWF welfare policies in relation to self and others. ➤ Ensure all ISO policies are read, understood and followed. ➤ Ensure all IWF security protocols are followed and report all breaches to a line manager. <p>Other Duties:</p> <p>Other duties as assigned, consistent with the above duties within IWF's remit as it Develops.</p>

<p>Main Contacts:</p> <p>Internal:</p> <ul style="list-style-type: none"> ➤ Deputy Chief Executive/CTO, Deputy Chief Executive/COO, Hotline Manager, Senior Internet Content Analyst, Quality Assurance and Compliance officers. <p>External:</p> <ul style="list-style-type: none"> ➤ Counselling Service Provider. <p>Signature of Job Holder:</p> <p>Line Manager Signature:</p>
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Person Specification

Skills and Abilities

Essential

- Is competent using keyboards and mouse and navigating software interfaces.
- Demonstrates a high degree of accuracy and attention to detail.
- Demonstrates a systematic and methodical approach to work.
- Proven ability to communicate in a clear, concise and open manner.
- Proven ability to provide information efficiently, accurately and in a timely manner.
- Demonstrates an ability to learn new skills and concepts quickly.
- Proven ability to see tasks through to the end.
- Is a supportive and inclusive team player.

Desirable

- Has worked in a data processing and or security sensitive environment.

Experience

Desirable

- Data input / audit skills.
- Knowledge and understanding of the Data Protection Act / GDPR.
- Up to date knowledge of legislation and current events relevant to IWF remit.

Personal Qualities

Essential

- Shows a realistic appreciation of the challenges of working within this environment.
- Accepts responsibility and accountability for own work.
- Proven ability to work as part of a small dedicated team.
- Demonstrates a flexible approach to work.
- Demonstrates empathy for others.
- Shows respect for others' feelings, views and circumstances.
- Demonstrates a range of mechanisms for dealing with stress and can recognise when to use them.
- Seeks and uses professional support appropriately.
- Acts and operates in accordance with the law and policy and can follow strict protocols while putting preconceptions/personal opinion and bias aside.

Job Specification

Skills and abilities	Criteria
Educated to GCSE level.	Desirable
Educated to 'A-level' level.	Desirable
Basic IT skills.	Essential
Interpersonal and communication skills.	Essential
Attention to detail.	Essential
Legal understanding of IWF remit.	Essential
Able to work constructively with wide range of individuals from different social and economic backgrounds.	Essential
Follows instruction and protocol.	Essential
Tactful and diplomatic.	Essential
Data / Security aware.	Essential