

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Crime Admin Assistant	Current Grade:	A004
Department:	Crime and public protection department	Area:	FHQ
Reports To:	Detective Chief Superintendent	No of Posts:	1
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To establish and maintain the operational, administrative and technical efficiency of Crime and public protection department.

To ensure that administration of the Department is carried out to the highest standards in line with ACPO and Other legal guidelines.

C. DIMENSIONS OF THE POST *The key statistics associated with the post* **Financial – Direct or Non-Direct**

The post holder will be responsible for ensuring purchase orders and invoices are dealt with in accordance with Force policy.

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

To be responsible for the filing and general management of the Department.

To be responsible for booking accommodation and travel on behalf of the department, ensuring all requests are authorised and booked within force policy.

To be responsible for managing the department's intranet page.

To use a variety of different computer systems to undertake your role including updating various databases.

To undertake all general administrative duties within the departments including filing, word processing, Spreadsheet work and photocopying.

To ensure all administrative systems are kept up to date, auditable and in accordance with all legal guidelines Including Data Protection and Freedom of Information.

To ensure that all purchase orders and invoices are dealt with in accordance with Force Policy. This includes

REWARD

Checking the delivery matches the order. Dealing with Suppliers and chasing any delayed orders.

To raise purchase orders when required and ensure they are authorised in accordance with Force Policy.

To deal with the daily post and ensure that all post is distributed to the correct person and any post to be sent Externally is sent via the appropriate method.

To ensure that supplies required by the departments are monitored and ordered when required avoiding Supplies running out.

To assist persons telephoning the department by resolving their queries.

To attend meetings, take minutes and produce word documents as required.

To be willing to undertake personal development and training

E. DECISION MAKING:

Make decisions

Significant say in decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*
Internal

External

The work of the post holder involves liaison with all staff within the Department, Force staff and other Force and external contacts.

There will be liaison with suppliers to the Department.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

The post holder will ideally be qualified to A level, but other relevant academic qualifications or equivalent work based professional qualifications in Administration would be desirable.

Experience:

Excellent organisational, administrative and interpersonal skills are essential with the ability to communicate both orally and in written report form, with people at all levels.

Previous Administrative experience.

Previous finance experience i.e. invoices, purchase orders etc

Skills:

REWARD

Excellent organisational, administrative and interpersonal skills are essential with the ability to communicate both orally and in written report form, with people at all levels.

Use of Microsoft Package.

Knowledge:

Desired Criteria:

Qualifications and Training:

Experience:

It is desirable that the post holder has some previous relevant administrative experience, in particular they must have a good working knowledge of Microsoft Office products.

Diary Management capabilities.

Previous minute taking experience.

Skills:

Knowledge: It is desirable that the post holder has knowledge of working in a Police environment.

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The job requires meticulous attention to detail and concentration to ensure no errors occur or paperwork is lost or misfiled.

I. AUTHORISATION DETAILS

Prepared By:
Area Commander /FHQ
HoD:
Evaluation Panel:

Date:
Date:
Date: