

## 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:	Production Store Assistant	Current Grade:	A003
Department:	F&CS	Area:	Scotland
Reports To:	Administration Supervisor	No of Posts:	1
Level of vetting:	BV	Post Number:	SC273

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

To provide a professional and comprehensive operational administration support to the Scottish Area.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

Nil

#### Staff Responsibilities – Direct or Non-Direct

Nil

#### Any Other Statistical Data

Nil

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

Receive and store all items of property taken as evidence from offenders or recovered from scenes of crime and from fatalities, all items of stolen and recovered property including cash, drugs, firearms, bladed weapons and computer equipment.

Storing logically and to ensure secure storage. Provide continuity of evidence and provide for its efficient retrieval when required in line with strict Force Policy relating to property.

Auditing the property on the KIM Property Management System ensuring that the records are accurate and property appropriately held recording findings.

Manage an efficient property handling system, continually monitoring the length of time property has been stored. Liaising with officers regarding the return of property

Ensuring that property to be returned to its owners is dealt with promptly and efficiently by the Officer in Charge of the case and the appropriate paperwork is completed, registered and filed.

Manage the handling and disposal of dangerous items such as firearms, bladed weapons, drugs and hazardous substances in the appropriate manner.

Liaise with the courts system in Scotland, Procurator Fiscal and Property Officers at courts regarding items sent and to be uplifted from them and enquiries regarding property from the Procurator Fiscal.

As Property Manager and Super User of the KIM Property Management system offer advice to officers on their responsibilities regarding property taken in that the property seized by an officer will always remain the responsibility of the Officer in the Case.

Manage the issue for the Scotland Area and audit for Area Headquarters of PAVA (Pelargonic Acid Vanillylamide) incapacitant spray, a firearm under Section 5 of the Firearms Act, responsibility for ensuring the issue of this spray conforms to Force policy and spare canisters are securely stored and audited.

Manage the issue of Airwave radios to officers within Scotland area from AHQ. Deal with maintenance and replacement issues, being the point of contact for Force Headquarters IT Department for the maintenance and replacement issues relating to the Scotland area.

Undertake that DNA samples taken by, uniformed officers, CID and Crime Scene examiners are stored and registered as per Force Policy that the samples are in a fit and proper condition to be sent to the laboratory and that they are sent within the time scale set by them.

Responsible for managing the calibration of the Dräger Breath Alcohol Screening Devices for the Scotland Area, maintain accurate records of such calibrations.

When required conduct driving duties for ACC Scotland and the Strategic Command Team Force Headquarters when visiting Area Headquarters Glasgow or Scotland.

Ensuring visitors, visiting BTP staff and contractors to Area Headquarters reception are signed in appropriately and if required take them to their destination within the building.

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Answer telephone enquiries and members of the public who attend at reception, assisting them with their enquiries.

**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**

All levels of staff throughout the Force

**External**

Members of the public

Other police forces

BTP Suppliers

PF and Courts

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

**Essential Criteria:**

**Qualifications and Training:**

**Experience:**

Knowledge of BTP policies and procedures.

Previous experience dealing with sensitive materials.

Ideally be a 'Super User' for the management of KIM Property IT system.

**Skills:**

Ability to work unsupervised.

Be able to work under pressure, as well as on your own initiative and as part of a team.

Well developed planning and organisational skills.

Demonstrate ability to work to tight deadlines, manage and prioritise workload.

**Knowledge:**

Good knowledge of Microsoft packages.

Understanding of Health & Safety Risk Assessments/COSHH

**Desired Criteria:**

**Qualifications and Training:**

E-Pins Level 7

**Experience:**

**Skills:**

**Knowledge:**

**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.*

Duties in respect of the Area HQ Production Store involve the auditing and recording of valuables including cash, drugs and firearms held within the secure area of the store.

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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