

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:	Level Crossing Administrator/Manager	Current Grade:	A004
Department:		Area:	B-Division
Reports To:	Level Crossing Sergeant	No of Posts:	One
Level of vetting:	Standard	Post Number:	TBC

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

The purpose of the post is to support the Division in providing a back office function to facilitate the smooth running of the Level Crossing Vehicles Unit. This will involve niche management of cases, arranging Driver Awareness Courses and also processing PNDs through liaison with the Central Ticket office. The role will also include providing Supervisory support for the unit and archiving. This will release the operators to undertake enforcement and safety activity within the requirements of their Enhanced Policing Service Agreement.

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

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct

Any Other Statistical Data

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

The post holder reports to the Unit Sergeant.

Administrative Duties:

Undertake the administration tasks required for the smooth operation of the unit such as:

Process occurrences, request PNC records, and update the relevant record systems currently NICHE and AA Drivetech systems;

Ensure accurate production and issue of Notices of Intended Prosecution, Conditional offer of Fixed Penalty and other associated correspondence related to the Level Crossing Van activity;

Monitor all occurrences and action outstanding activity;

Ensure all such documentation is completed within relevant legislative guidelines;

Archiving of case papers when appropriate.

Supervise caseloads

Act as deputy Supervisor.

Investigative / Prosecution Duties:

Produce case-files and other relevant reports as required;

Undertake office based enquiries to establish ownership and users of vehicles;

Identify relevant offences that may be committed;

Liaison with Justice Directorate in regards Fixed Penalty Notices and PENTIP systems;

E. DECISION MAKING:

Make decisions

Make decisions on offences committed and appropriate disposal options.

Significant say in decisions

N/A

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

Internal

The Unit Supervisor, Level Crossing Co-Ordinator and Level Crossing Van Operators for the purpose of ensuring cases are dealt with in a timely and effective way;

Contact with BTP staff of all ranks and grades for the purpose of allowing the unit to run smoothly.

External

Contact with members of the public who have enquiries relating to level crossing offences.

Contact with Network Rail and Home Office forces as required.

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

Essential Criteria:

Qualifications and Training:

IT literate, especially Microsoft, word and excel.

Experience:

Has worked in a busy administration role.

Skills:

The ability to work alone without direct supervision but also as part of a team;

Remain calm under pressure;

Good communication and interpersonal skills;

Good attention to detail;

Self-motivated;

Effective time management and good organisational skills.

Knowledge:

Traffic legislation.

Record keeping.

Desired Criteria:

Experience:

Experience in CCTV and / or ANPR operations.

Experience of preparing Notices of Intended Prosecution, prosecution files and related paperwork.

Previous experience of working in a Police environment.

Skills:

Good attention to detail.

Ability to read and accurately translate written material.

Knowledge:

A sound knowledge of relevant road traffic and railway legislation.

Working knowledge of Police systems to carry out required functions.

Interest in road safety.

- 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.*

BTP has introduced Level Crossing Enforcement Vehicles in partnership with Network Rail to aid improving safety at level crossings.

Relevant training related to the post will be provided.

The post will be a Monday to Friday post. There may be opportunities for paid overtime.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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