

## 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:	Public Protection Administrator	Current Grade: A004
Department:	Public Protection	Area: Public Protection
Reports To:	Vulnerability Manager	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 provide professional, efficient and comprehensive administrative support to the whole Public Protection Department in relation to all strands of Public Protection, involving people who use the railway network. The administration role within Public Protection is to ensure that all office functions of the department are effectively managed and efficiently run, assisting with the recording of data as requested, information management, answering/managing the various email inboxes and telephone queries, and coordinating scrutiny panels for Domestic Abuse, Hate Crime and Sexual Offences.

Other duties include arranging meetings, conferences, travel and accommodation as requested. The administrator role is vital in acting as a conduit between staff within the Public Protection Department and front line officers across the force, external agencies, independent scrutiny panel members and other Police forces.

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

#### Financial – Direct or Non-Direct

None

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

None

#### Any Other Statistical Data

None

REWARD

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

Provide full administrative service to include (as required) typing, email, data entry, and create, maintain and back-up files and databases to track activities and workloads.

Assist with the organisation, coordination & administration of the quarterly Sexual Offences, Hate and Domestic Abuse scrutiny panels. The primary functions will be to support the Senior Leadership Team by sending / collating invites, liaise with panel members regarding the selection of cases for the panel(s), compilation and distribution of redacted panel packs, administration support during the panel(s), post panel evaluation, publishing of findings & archiving / destruction of material (in line with policy / guidance). Liaison between new panel members and Professional Standards Department (PSD) to get all members vetted. Maintain up to date contact details of all panel members. Process panel expenses claims.

Receive, acknowledge and reply to telephone calls and internal and external correspondence and documents in a professional and timely manner and redirect as necessary. Ensure security of access to premises by providing a first level reception service to callers and visitors.

Organise meetings, including booking rooms and equipment, scheduling attendees and arranging refreshments as required for meetings or special events. Arrange for training courses, conferences, travel, catering and hotel arrangements to be booked in accordance with BTP procedures.

Maintain, update and archive documents, files and folders to ensure ready access to comprehensive records in compliance with BTP procedures and Data Protection and Freedom of Information principles and provisions. Maintain a safe working environment by monitoring, reporting and arranging the rectification of problems with office equipment, cleaning and general maintenance.

Use BTP systems to make small value purchases or generate and reconcile purchase orders as appropriate to role and location. Monitor orders and/or liaise with Procurement, suppliers and line managers to ensure goods and services have been received. Where appropriate, monitor invoices and petty cash against prescribed budget limits.

Gathering data on missing submission forms and following up with officers and their supervisors to ensure submission of necessary forms as requested.

Once a decision is made to refer an adult or child social care, then the administrator may be required to support the physical referral process to the correct team / point. This will involve researching the correct board to send the details and may also involve circulating the form to the relevant home office police force, and/or other departments within BTP.

To take meeting notes and minutes for any meetings and produce reports based upon the meeting.

Undertake training to become proficient in updating / deleting Safeguarding related force wide internal web pages as directed by the Senior Leadership Team.

To arrange catering and teas/coffees as requested for meetings.

**E. DECISION MAKING:**

**Make decisions**

Prioritising and managing own workload

**Significant say in decisions**

Nil

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

**Internal**

Line Managers within Area or Department

FHQ/Area Finance and Procurement Teams, HR Business Centre

Staff from other Police Forces, other Agencies and partners across UK

**External**

Visiting suppliers, contractors and members of the public as appropriate.

Direct interface with independent scrutiny panel members

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

**Essential Criteria:**

**Qualifications and Training:**

Minimum GCSE English Language and Maths grade C or equivalent

**Experience:**

Previous administrative experience with demonstrable organisational ability and attention to detail

Previous experience in record keeping and working to deadlines

Experience of scheduling meetings or events, preparing agendas and documentation, taking and drafting accurate minutes

**Skills:**

Proficient in all MS Office applications.

Good verbal and written communication skills with good telephone manner.

Good standard of planning and organisational ability.

Ability to remain calm whilst working under pressure, dealing with a range of tasks simultaneously

Ability to work on own initiative and as part of a team

**Knowledge:**

.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Familiarity with BTP software packages such as e-procurement, KIM property management, records archiving

Proven experience in a customer service role

Previous experience regarding Public Protection/Safeguarding or provision of support for vulnerable persons

**Skills:**

Audio typing and shorthand skills

Fluency in the Welsh language (if appropriate to location)

**Knowledge:**

A good understanding of BTP roles, responsibilities and priorities would be very beneficial.

Knowledge of UK geography and rail network

Knowledge of the policing 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.*

This is a job description specific to the Public Protection Department.

**I. AUTHORISATION DETAILS**

Prepared By: Tim Tubbs

Date: 20/02/19

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: