

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:	ROTI Typist	Current Grade:	A003
Department:	National Justice Department	Division:	A
Reports To:	PNC Manager (London)	No of Posts:	10
Level of vetting:	BV	Post Number:	

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

Prepare, transcribe, type and summarise Records of Taped Interviews (ROTI), Records of Video Interviews (ROVI) and Achieving Best Evidence (ABE) interviews with suspects, offenders, victims and witnesses and other documents to provide a comprehensive, professional and confidential typing service to the Justice Department.

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

11,200 Prosecution Files

40,000 Witnesses

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

Prepare accurate records of taped interviews (ROTI,) records of video interviews (ROVI) and ABE through a transcription service to the JD and produce balanced summaries in line with National File Standards to facilitate the progression of criminal prosecutions both pre and post charge.

Prepare full tape transcriptions as and when required.

Provide a full confidential audio and copy typing service to the JD as required, including Coroner Court witness statements.

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E. DECISION MAKING:

Make decisions

Prioritising own workload

The post-holder should highlight and seek clarification of ambiguities when typing documents

Significant say in decisions

The post holder should challenge requests for transcripts in line with National File Standards and in order to reduce bureaucracy

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

Internal

All levels of BTP personnel

External

May be required to attend Court to give evidence under judicial direction

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

Essential Criteria:

Qualifications and Training:

Audio transcription typing

Copying typing– minimum 60wpm

Minimum GCSE grade C in English and Mathematics or equivalent qualification

Experience:

Evidence of having worked successfully in a busy office environment

Working in a team environment

Experience in exercising diplomacy, tact and discretion in management sensitive and confidential matters

Skills:

Accurate audio and copy typing skills

Self-motivated with the ability to work on own initiative and prioritise own workload with minimal supervision

Excellent verbal and communication skills with the ability to liaise with staff at all levels internally/externally

Good standard of planning and organisational ability

Knowledge:

Awareness of National File Standards and ABE procedures

Awareness of statutory and legal requirements including Data Protection, Security of Information and Freedom of Information

Awareness of Government Protective Marking Scheme

Desired Criteria:

Qualifications and Training:

Trained in balanced summaries of audio ROTI interviews

Trained in visual ROVI interviews

Trained in sensitive ABE interviews of victims

Experience:

Proven experience in a customer service role

Familiarity of working in a police force

Skills:

Shorthand

Excel

Knowledge:

Knowledge of the Criminal Justice System

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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.*

Full proficiency in producing balanced summaries of ROTI, ROVI and ABEs is expected after 3-6 months.

ABE tapes may be challenging due to the sensitivity and potentially disturbing content subject to the offence type.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Division Commander
/FHQ HoD:

Date:

Evaluation Panel:

Date:

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