

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:	Police Station Administration (Generic JD)	Current Grade:	TBC
Department:	Corporate Services	Area:	Various
Reports To:	Divisional Corporate Services Manager	No of Posts:	
Level of vetting:	TBC	Post Number:	

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

The PSA is responsible for providing the OIC with administrative support and undertaking duties required to support station needs.

The PSA provides professional, efficient, proactive and comprehensive administrative support, carrying out general office duties.

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

Financial – Direct or Non-Direct

Orders specialist and office equipment, up to a threshold set for Police Station Administrators.

Manages use of BTP Procurement Card to £TBC limit.

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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

Corporate Assurance and Risk

Providing support to OIC to complete the monthly return in line with Corporate Assurance guidance. Acts as SPOC for Corporate Assurance Auditors, assisting with station engagement and collating information when required.

Information management

Checking completed front sheets attached to archiving material, Updating KIM (e.g. CCTV archiving) Gathering and submitting archiving material to the IMU on a regular basis via DX (tracked)

Procurement

Monitor station supplies (office and operational), ensuring sufficient resources in stock, Logs and monitors the progress of orders and purchases, Checks and records that goods have been received, Sends invoices received from suppliers to the FHQ Transaction Team for action, Escalates procurement issues when necessary to Corporate Services, Booking travel and accommodation in line with the SOP.

Vehicles

Carries out monthly vehicle mileage and log book checks; Allocates new fuel cards to vehicles, returns old cards to vehicle fleet and updates tracker, Confirms receipt of and allocates new log books to vehicles, As part of monthly vehicle check, checks first aid kit and replenishes stocks.

Property Store

Assisting the OIC with the day to day running of the Property Store, Tracking disposals in line with BTP property SOP requirements and raising non-compliance issues with the OIC, Checks overnight store on a daily basis, Physically moves property from the temp/transit store to the permanent property store, Creates a record of property movements on KIM. Provides and coordinates support for Property Store Audits.

Corporate Services

Carry out regular building checks and report building and/or maintenance issues to either Interserve or A Div CS team, Produces and submits 'Fitness for Purpose' Surveys to inform planned estates maintenance programme, Carries out reception/front counter duties and manages the visitors book, Provide access for any non-BTP staff (e.g. contractors, maintenance, cleaners) and checking vetting clearance, Arrange meetings and room bookings and delivering general meeting admin support; e.g. recording meeting decisions and actions, circulating meeting packs, Arranging access control and reviewing access control to the station, Arranges branded and non-branded uniform disposal and orders more disposal bags from the Divisional Clothing Officer, Arranges uniform returns, Logging receipt of uniform orders and notifying the officer the order is available for collection, Manages the distribution and collection of all internal and external post, Completes DX usage return in line with BTP guidance

Safety and Occupational Health Service

Carry out Health and Safety Inspections, Disseminates H&S information in Police Station/s and

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signposts to further H&S and Wellbeing resources, Carry out DSE assessments, Fire warden, Ensures the H&S Red Book (hard and electronic versions) is maintained and up to date, Raises requests for information/or training with the H&S Team, Wellbeing Champion.

Citizens in Policing

Carry out work experience placement and volunteer induction to station, Act as work experience placements point of contact for the duration of placement (5 days)

Scientific Support Unit

Ensure the DNA freezers are kept in good working order and organization, Check the paper work for samples and chase up where not provided, Send the samples as required to SSU via DX within agreed SLAs.

General duties

Provide remote administrative support to other stations, Deal with internal and external calls and queries and responds to requests for information from internal and external stakeholders, escalating queries where appropriate, Carry out station (H&S and facilities) inductions for new starters (officers and staff), ensuring that the station induction pack is kept up to date, Maintaining the local asset register and ensuring it is up to date.

E. DECISION MAKING:

Make decisions

Prioritising own workload.

Significant say in decisions

Make recommendations for business improvements.

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

Internal

Divisional and FHQ Corporate Support

External

Suppliers and visiting contractors and members of the public as appropriate

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

Essential Criteria:

Qualifications and Training:

- Minimum GCSE grade C in English Language grade C or equivalent qualification or experience

Experience:

- Previous administrative with demonstrable organizational ability and attention to detail
- Previous experience in record keeping and working to deadlines.

Skills:

- Proficient in MS Office applications.
- Excellent verbal and written communication skills.
- Good standard of planning and organisational ability.
- Ability to remain calm whilst working under pressure, dealing with members of the public or to demanding deadlines, whilst maintaining a flexible approach.
- Ability to work on own initiative and as part of a team

Knowledge:

- Understanding of BTP's operating and policing environment

Desired Criteria:

Qualifications and Training:

- Familiarity with BTP software packages such as e-procurement, KIM property management, Niche and DNA database
- Proven experience in a customer service role

Experience:

- Familiarity with BTP software packages such as e-procurement, KIM property management, records archiving and DNA database
- Proven experience in a customer service role

Skills:

- Fluency in the Welsh language (if appropriate to location)

Knowledge:

- Knowledge of UK geography and rail network
- Knowledge of the policing environment

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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.*

This is a generic job description. Specific tasks may vary between posts, locations and departments

I. AUTHORISATION DETAILS

Prepared By: _____ Date: _____

Area Commander

/FHQ HoD: _____ Date: _____

Evaluation Panel: _____ Date _____

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