



Job Description

Title: Process Team Leader – Road Safety Unit

Post Number:	JF042
Grade /Scale:	Grade 6 (£28,530 - £30,375)
Weekly Hours:	37 hours (Monday – Friday)
Department:	Road Safety Process Unit
Location Work Base:	Leicestershire Force HQ
Status:	Team Leader
Responsible To:	Road Safety Unit Manager
Job Role/Purpose:	To manage the effective performance of the Process Section staff to ensure optimum service is provided in accordance with Force Policy
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Contacts:	Officers of the Force and other Forces, members of the CPS, Magistrates' Courts and Government Departments, Legal Representatives, members of the general public and members of the Safety Camera Scheme Partnership.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria <i>A clear definition of the necessary criteria.</i>
Knowledge/ Education (including qualifications): Work Experience: Have clerical/administrative experience. Have experience of dealing with the public and outside agencies. Demonstrate ability to: Monitor and manage workloads in order to prioritise to meet deadlines.

<p>Use initiative to resolve issues both practical and people related.</p> <p>Make decisions of a multi-faceted nature in a pressurised environment.</p> <p>Interpret policy and legislation.</p> <p>Personal/Interpersonal Skills, Aptitudes:</p> <p>Demonstrate ability to communicate effectively at all levels both written and verbal.</p> <p>Demonstrate ability to motivate self and others.</p> <p>Possess IT skills enabling preparation of reports and statistical data.</p> <p><i>* Reasonable adjustments will be considered under the Equalities Act 2010.</i></p>
<p>Desirable Criteria</p> <p><i>Where available, elements that contribute to improved / immediate performance in the job.</i></p>
<p>Knowledge/Education (including qualifications):</p> <p>Educated to 'A Level' Standard</p> <p>Work Experience:</p> <p>Experience of supervising a team, including:</p> <p>Performance monitoring Managing grievance and discipline matters.</p> <p>Overseeing staff training and development.</p> <p>Experience of working in a confidential environment.</p> <p>Experience of giving evidence at Court.</p> <p>Demonstrate an understanding and appreciation and commitment to road safety issues.</p> <p>Personal/Interpersonal Skills, Aptitudes:</p> <p>Experience of using windows-based word processing and spreadsheet packages</p> <p><i>* Reasonable adjustments will be considered under the Equalities Act 2010.</i></p>

<p>Core Responsibilities/ Accountabilities</p>
<p>Management/Leadership:</p> <p>Supervise the day to day activities of the Process Section Team to ensure an optimum service is provided at all times, in accordance with current policies and instructions.</p> <p>To carry out performance management of the Process Section Team to include target setting, the assessment of individual performance and developmental needs in line with the PDR system</p> <p>Technical:</p> <p>To identify and deal with both welfare and performance issues of team members having due regard for personnel procedures e.g. attendance management, capability and discipline.</p> <p>To have and maintain an understanding of the systems and processes operated within the Process Section.</p> <p>Communication:</p>

Ensure the collation of statistical information in relation to the Fixed Penalty Section activities for management use.

To receive and deal with all enquiries, both of a general or technical nature, regarding matters dealt with by the Fixed Penalty Section from Officers of the Force and outside agencies and members of the public.

To keep updated on local and national issues relating to functions within the Safety Camera Scheme Unit.

Administration:

To maintain an up to date knowledge of policy/legislation in relation to the Process Section and associated activities in relation to recovery of costs.

General:

To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force objectives.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Recruitment Vetting (RV)

Car User: No

Reasonable adjustments

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