

JOB DESCRIPTION



Role title:	Derbyshire Criminal Justice Board Administrator & Policy Officer
Grade:	Grade E, £20,706 - £26,016
Hours:	37
Department or Division:	Criminal Justice
Location:	Police Headquarters, Ripley
Post reports to:	Derbyshire Criminal Justice Strategic Partnership Manager
Suitable for job share or part-time:	Job Share
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
Date last reviewed:	February 2021

PURPOSE AND DESCRIPTION OF JOB ROLE:

To carry out administrative duties for Derbyshire Criminal Justice Board (DCJB) working with a wide range of agencies and agency staff at all levels. You will be supporting the DCJB Business Manager with local, regional and national Criminal Justice responsibilities attending and preparing meetings covering a wide range of Criminal Justice related topics. You will also be working closely with the Regional Criminal Justice Board, developing an effective relationship between Derbyshire Criminal Justice Board and the Regional Criminal Justice Board. Some travelling may be required.

SPECIFIC ROLES AND RESPONSIBILITIES:

Specific role responsibilities:

- Minute taking for Derbyshire Criminal Justice Board, sub groups and tasking meetings
- Developing and updating action plans and risk registers
- Arranging dates, agendas and papers for meetings
- Preparing case summaries for Scrutiny Panels
- Collating performance data and compiling performance reports
- Maintaining relevant databases, records and files
- To work unsupervised, using own initiative to ensure priorities are covered during absence of the DCJB Business Manager.
- To be responsible for organising inter-agency meetings including the preparation, attendance and minute taking as well as management of equipment required for meetings.

- To develop and update action plans and risk registers for inter - agency meetings, chasing agencies for updates where necessary.
- To develop a knowledge and understanding of Criminal Justice related issues and initiatives.
- To assist the DCJB Business Managers to monitor and analyse performance.
- To support national Criminal Justice performance work as directed by the DCJB Business Manager
- To deputise for the DCJB Business Manager as required.
- To carry out regular horizon scanning to inform Derbyshire Criminal Justice Board of forthcoming National Criminal Justice initiatives and issues.
- To work closely with Police Criminal Justice teams and the Office of the Police and Crime Commissioner to provide briefings on issues relating to the Criminal Justice System.
- To develop and maintain action plans to support multi agency working in Derbyshire.
- To carry out any other reasonable duties within the overall function commensurate with the grade and level of responsibility of the post.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- GCSE Grade C English Language **or** equivalent **or** previous experience of receiving and actioning written and verbal communications.
- Proven experience of administrative work including Text Processing
- Demonstrate experience with managing multiple diaries, organising meetings, and taking minutes
- Proven experience of maintaining records and files in an organised manner
- Demonstrate experience working with others in a positive manner including both internal and external customers using appropriate communication skills in person, over the phone, and via email
- Demonstrate experience of working in a confidential work environment
- Proven experience of working independently whilst meeting important deadlines
- Demonstrate experience using all Microsoft Office products

Desirable:

- Previous experience of performance analysis

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.