



Job Description

National Government Agency Intelligence Network (GAIN) Administrator

Post Number:	XS580
Grade /Scale:	Grade 4 - £23,100 - £25,353
Weekly Hours:	37
Department:	EMSOU
Based:	Force Headquarters (FHQ)
Status:	Established
Responsible To:	National GAIN Evaluator
Responsible for:	N/A
Job Role /Purpose:	To provide confidential administrative and clerical support to the National GAIN Hub, to meet deadlines and provide a high-quality service
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:	Police officers. police staff and other Government Agencies & Law Enforcement Agencies, private and third sector organisations at a local, regional, and national level
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

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- Qualified to GCSE min. grade C/4 or equivalent, in English Language and/or to have experience in the use of English Language to this standard

Work Experience:

- A good working knowledge of IT software including Microsoft word, Excel etc.
- Experience of undertaking administrative procedures and duties

Personal / Interpersonal Skills, Aptitudes:

- Ability to provide a confidential secretarial and clerical service
- Ability to prioritise own workloads to meet deadlines
- Effective communication skills, both verbal and written
- Ability to work efficiently with accuracy and attention to layout and detail

Other:

- Holds a full UK driving licence and have use of own vehicle for business purposes. (Reasonable adjustments will be considered under the equality Act 2010)
- Have a level of awareness of diversity issues appropriate to this role

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

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Work Experience:

- Ability to assess new information and re-organise to meet new demands

Special Skills:

- Have a good working knowledge of the Police National Database and other police intelligence systems.
- To have knowledge of legislation in relation to data protection and computer misuse.

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

Core Responsibilities/ Accountabilities**Operational:**

- Undertake administrative and clerical work relative to the National GAIN Hub activities in accordance with procedural guidelines as described below.

Communication:

- Maintain effective lines of communication, verbally and in writing, with other members of the National GAIN Hub, other police personnel and outside agencies as appropriate.

Administration:

- Set up and maintain electronic and paper filing systems, retrieving files / documents as required.
- To organize meetings and seminars, occasionally taking minutes and preparing agendas
- Prepare letters, reports, memoranda, and other work, ensuring accuracy and distribution to agreed timescales
- To represent the force by organising and promoting external workshops and roadshows, highlighting good practices within the force

General

- Promote equality, diversity, and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are

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treated fairly and contributing to developing equality of opportunity in working practices

- Maintain standards of professional practice and organise your own work effectively to meet the demands of your role. Identify, implement, and monitor development activities to enhance your own performance
- Comply with Health and Safety legislation and ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times
- The post-holder will be required to be security cleared to SC and MV level. Appointment will be subject to successful application and maintenance of these levels of clearance.

** 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:

- Management Vetting (MV) and Security Check (SC)

Car User: Yes