



Job Description

Title –National GAIN Administrator

Version - 2 Date - 24/6/2018

Post Number:	XS482
Grade /Scale:	4
Weekly Hours:	37
Department:	EMSOU
Status:	Established
Responsible To:	National GAIN Evaluator
Responsible for:	0
Location Work base:	Force Headquarters (FHQ)
Job Role /Purpose:	To provide confidential administrative and clerical support to the National GAIN Hub, to meet deadlines and provide a high quality service
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):

To be qualified to GCSE Grade C, or equivalent, in English Language and/or to have demonstrable work experience in the use of English language to this standard.

Work Experience:

Experience in the competent use of Microsoft Excel, Word and Outlook.
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 in order to meet deadlines.

Ability to communicate effectively both verbally and in writing.

Ability to work efficiently with accuracy and attention to layout and detail.

Special Skills:

Demonstrate a good working knowledge of IT software including Microsoft word, Excel etc

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).

Demonstrate 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.

Knowledge/ Education:

Work Experience:

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

Personal / Interpersonal Skills, Aptitudes:

Special Skills:

To demonstrate 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.

Other:

Please enter text here

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

Core Responsibilities/ Accountabilities

Operational:

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

Management/Leadership:

None.

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 organise meetings and seminars, occasionally taking minutes and preparing agendas.

Prepare letters, reports, memoranda and other work, ensuring accuracy, and distribution to agreed time-scales

To assist in organising, with any publicity, workshops/roadshows which highlight good practice

General:

Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.

Maintain standards of professional practice – 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 – 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.

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Other:

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

Personal Values /Competencies

The competency and values framework sets 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
Social responsibility

Other

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

- 1) Management Vetting (MV)
- 2) Security Check (SC)
- 3) N/A

Date line manager checked vetting level needed : 29/9/2017

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance {per mile / day etc}:

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ Please enter text here

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here