



Job Description

Title – DIP Admin Clerk

Version - 1 Date - 13/03/18

Post Number:	J108
Grade /Scale:	3
Weekly Hours:	37
Department:	Drugs Intervention Programme
Status:	Full Time
Responsible To:	Partnership Manager CJU
Responsible for:	No responsibility for staff
Location Work base:	Euston Street Police Station
Job Role /Purpose:	To provide an administrative, analytical and inputting service in support of the DIP project for Drugs Intervention Management
Contacts:	All levels within the Area. Headquarters and Admin of Justice Departments. Some external organisations. The Home Office. Contractors and Suppliers.
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):

1. To hold GCSE Grade 2 or equivalent in English Language and/or work experience in a post requiring the use of English Language to the above standard.

Work Experience:

2. To have experience of dealing with confidential papers.
3. To have experience of minute taking.
4. Able to organise meetings.
5. Demonstrate experience of carrying out basic research and analytical work.

Personal / Interpersonal Skills, Aptitudes:

6. To be able to prioritise workloads and adhere to deadlines.
7. To demonstrate effective written and oral communication skills.
8. To demonstrate the ability to use initiative in the workplace.

9. To be able to lift, move and carry items of stationery between buildings and offices using moving equipment provided by the Constabulary *.

Special Skills:

10. To have working knowledge of Microsoft Office packages including Word/Excel.
11. Be able to create and format simple spreadsheets.
12. To have a full driving licence and access to own vehicle *.

Other:

N/A

** 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 (including qualifications):

N/A

Work Experience:

N/A

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

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

Core Responsibilities/ Accountabilities

Operational:

1. Collection and recording of drug testing results/data from all Custody Sites on a daily basis.
2. To amend documentation/database records in response to disputed drugs tests on a daily basis and inform partners/offenders.
3. Attend Custody Suite when necessary to collect drug test documentation and completed sample bags
4. Attend Custody Suite when necessary to check drug test device and deal with replacing faulty kit (training given).
5. To complete periodical drug testing information/reports on behalf of the DIP team.
6. Assist other members of DIP team in completing ad hoc projects and research as appropriate.
7. To attend meetings and take down the minutes of such meetings, transcribe draft minutes for approval and distribute copies of approved minutes.
8. To seek opportunities within the Drugs Intervention Programme to achieve local and force priorities.

Management/Leadership:

Not Applicable

Technical:

As stated above

Communication:

1. To brief DIP colleagues on any matters arising which affect the programme/staff.
2. To send positive drug testing results to policing departments and Criminal Justice Drugs Team on a daily basis.
3. To send periodical drug testing information to the Home Office/partners
4. To provide information to officers and staff in respect of Drug Testing Programme via telephone/post and email on a daily basis.
5. To deal with internal and external queries, whether personal, via telephone/post/fax or email relative to DIP on a daily basis.
6. To act as a contact point by developing and maintaining a network of contacts within the Criminal Justice/Drug Testing and Treatment fields.

Administration:

1 To maintain adequate stocks of drug testing sample kits and relevant documentation in Custody Suites. 2 To maintain DIP stationary store and other replenishment supplies to ensure that minimum stock levels are maintained. 3 To maintain filing systems relative to DIP. 4 To type a wide variety of reports, schedules, correspondence etc. using a word processor and working from manuscript or corrected drafts. To assist in the development of new processes and systems through research analysis.

General:

Actively promote equality of opportunity, working towards eliminating discrimination and promote good relations between all groups of people. 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 and priorities.

Other:

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

** 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) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) or N/A ☒

Date line manager checked vetting level needed :

Car User: Yes ☒ / No - Essential /Casual Allowance {*per mile / day etc*}: this will be on an occasional basis to travel between stations as and if necessary

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

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration
Level

Administration
Level

Administration
Level

Clerk Level

Clerk Level

Clerk Level