



Job Description

Administrator (Proactive Economic Crime Team)

Post Number:	XS783
Grade /Scale:	Scale 3 (£20,118- £21,399)
Weekly Hours:	37 hours (Full-time)
Department:	EMSOU Criminal Finance
Status:	Established
Responsible To:	PECT Detective Sergeant
Location Work base:	Agile working permitted/ Northampton HQ
Job Role /Purpose:	<p>The administrator post will be working within the newly formed Proactive Economic Crime Team (PECT) working together with regional Forces, other ROCUs and City of London Police focusing on proactive action against organised fraud and economic crime. The successful candidate will perform a number of administrative functions (see Job spec) within this team in order to assist in the smooth running and efficiency of the department.</p> <p>Due to the nature of security checks required you must have 5 years continuous residency in the UK.</p>
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:	Members of the public, officers and staff employees of UK law enforcement agencies, employees of the criminal justice system, financial institutions, employees of government agencies.
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 educated to GCSE Grade C/4 in English Language and Maths or equivalent and/or have

experience in a post requiring the use of English Language and Maths to that standard.

Work Experience:

Demonstrate experience of working within a general administrative/clerical environment.

Demonstrate experience of using Microsoft Office including Word, Excel, PowerPoint and entering/retrieving records from databases.

Demonstrate experience of compiling well-structured reports and written summaries to outline key facts and /or figures.

Evidence experiences of note taking and producing minutes from formal meetings with action summaries and tracking.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate the ability to work independently and as part of a team.

Demonstrate the ability to prioritise workloads and meet changing demands.

Demonstrate an attention to detail, ensuring the data and information are accurate, up-to-date and reliable.

Demonstrate the ability to ensure that written and spoken communication is well-structured and meets the needs of the audience.

Demonstrate the ability to organise and coordinate meetings including venue booking, distributing invites and relevant documentation.

Other:

To hold a full driving licence and use of own vehicle for business use.

** 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):

Hold an administrative certificate, diploma or higher qualification.

Work Experience:

Demonstrate administrative work experience in a technical and / or law enforcement environment.

Demonstrate experience of administering technical process and / or equipment.

Have a working knowledge of information management and experience of inputting, retrieving and reporting on business-critical information.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate effective contact and involvement with senior staff including organising diaries, meetings and coordinating appropriate correspondence.

Special Skills:

Previous experience of inputting on Crimson IT database or similar.

Core Responsibilities/ Accountabilities

Operational:

To receive and return exhibits to EMSOU operational staffing following policy and procedure ensuring records are completed and updated.

To undertake storage and retrieval activities in relation to digital and paper files and materials processed by EMSOU and other internal and external customers.

To maintain relevant computer recording systems in relation to operational activity and extract information as necessary to provide accurate information to comply with requests and meet deadlines.

Ensure security of all confidential and computer produced documents according to policy, the Data Protection Act, General Data Protection Regulation and Government Protective Marking Scheme.

Input data into the Crimson and APMIS databases on behalf of the PECT officers ensuring that all data sets are linked appropriately.

Management/Leadership:

There is no staff supervision in this role. There is an expectation of team and individual responsibility to help manage processes and procedure.

Technical:

To undertake research as required, extracting information from records, files and other sources.

To maintain relevant databases in relation to exhibits and files, recording location, movement and retrieval as appropriate.

To conduct audit checks in relation to accreditation requirements and prepare reports for regulatory / national monitoring purposes.

To undertake the timely disposal of materials in accordance with Policy/Procedures

Communication:

To receive and screen incoming telephone calls and to record messages and other information in accordance with standards, seeking clarification of such data when necessary.

To monitor department email inboxes and respond to or direct correspondence appropriately. To collect and disseminate post.

Administration:

To provide an administrative service in accordance with organisational standards and prioritise workloads in order to meet competing deadlines.

To organise meetings and events ensuring that venues are booked, timely invites and papers are distributed and attendees confirmed.

To add performance data to the APMIS system ensuring data accuracy.

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. 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. Undertake Continual Professional Development to maintain financial accreditation.

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

To participate in the PDR process and take responsibility for identifying your own professional and career development needs.

Other:

EMSOU supports an agile working policy and as a result the post holder is not restricted to any particular police premises to work from. However, applicants must be flexible, as they may be required on occasion to work at various locations throughout the East Midlands dependant on operational necessity.

The post-holder will be required to be security cleared to SC and MV level. (If SC and MV clearance is not held at the time of appointment, the appointment will be subject to successful application of this level of clearance).

Whilst the post holder will be appointed specifically to this post, it may be necessary on occasion to carry out the same level of work in other sections requiring similar skills. 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 changing demands of policing reflected in Force objectives and priorities.

** 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
- Public Service

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)