

PERSON SPECIFICATION

Area:	National ROCU Programme	Job Title:	Project Officer	Weekly Hours:	37
Section:	National ROCU Coordinators Office	Scale:	Scale 6	Version:	1
Post No:	XS433	Status:	Established	Version Date:	January 2017

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. Educated to A-level (or equivalent) or have equivalent work experience.	Educated to degree level or have comparable work experience. Hold a PRINCE2 qualification or equivalent work experience.
Work Experience:	<p>Experience of researching, analysing and interpreting numerical, graphical, verbal and written information and summarising the essential facts and information to provide reports.</p> <p>Demonstrate the ability to produce accurate, clear and concise documentation.</p> <p>Experience of working in an environment where confidentiality has been of importance.</p> <p>Demonstrate a comprehensive knowledge and working experience of Windows based software including Word, Excel and PowerPoint.</p> <p>Experience of dealing with queries, enquiries and requests for information.</p>	

POLICE – STAFF

Personal / Interpersonal Skills, Aptitudes:	<p>Demonstrate the ability to communicate confidently and effectively at all levels.</p> <p>Able to demonstrate effective time management, the ability to work unsupervised and to tight deadlines.</p> <p>Demonstrate the ability to work effectively as part of a team.</p> <p>Willingness to support other team members/projects when needed.</p> <p>Able to attain and maintain SC and MV vetting level.</p>	
Other Skills:	<p>Ability to demonstrate awareness of equality and diversity.</p> <p>Be self-motivated and use initiative.</p>	

POLICE – STAFF**ROLE DESCRIPTION**

Job title:	Project Officer
Post no:	XS433
Scale:	6
Responsible to:	Senior Project Officer
Responsible for:	N/A
Contacts:	Police and support staff throughout the UK, Home Office, NCA, NPCC, APCC, SOCA, HMIC, Government Agencies and other members of staff within the business community.
Role:	To research, analyse, evaluate and present information to support and enable projects to be delivered by the National Coordinators Office

Key Duties & Responsibilities

Examples:

1. Assist in the collation, drafting, and maintenance of project documentation.
2. Research and gather information from a variety of sources to support the team.
3. Analyse, evaluate and draw conclusions from written and numerical information.
4. Provide effective administrative support (including minute taking) to all members of the team
5. Represent the Coordinators Office at National, Regional and local levels.
6. Deal with queries, enquiries and requests for information.

General	<ul style="list-style-type: none"> • Actively promote equality of opportunity, work 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 • Prepared to use own vehicle for work purposes • Prepared to travel within the East Midlands Region
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Additional Information:

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

Car User: _____

Yes / No

Allowance *{per mile / day etc}*: _____

Budgetary Management: _____

Yes / No

Authority to £ Value: _____

POLICE – STAFF

People Management:

Yes / No

Total Number & Level:

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment:

Yes / No

Job Evaluation:

Yes / No

Security Check Level:

(strikethrough checks NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood