

### PERSON SPECIFICATION

<b>Area:</b>	EMSOU	<b>Job Title:</b>	Administration Assistant	<b>Weekly Hours:</b>	37
<b>Section:</b>	SOC	<b>Scale:</b>	3	<b>Version:</b>	1
<b>Post No:</b>	XS187	<b>Status:</b>	Established	<b>Version Date:</b>	July 2013

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.

<b>Criteria</b> <i>Justifiable as necessary for safe and effective performance of the job.</i>	<b>Essential</b> <i>A clear definition of the necessary criteria.</i>	<b>Desirable</b> <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
<b>Education:</b>	1.To be educated to GCSE Grade C in English Language or have experience requiring the use of English Language to that standard.	To hold an administrative certificate or diploma.
<b>Work Experience:</b>	2. Demonstrate experience of working within a general administrative/clerical environment.  3. Demonstrate competence in Text Production, Word Processing, Excel spreadsheets and Audio transcription.	OCR Level 2 (RSA II) and the ability to word process at 35wpm.  OCR Level 2 Audio Transcription

**POLICE – STAFF**

<b>Personal / Interpersonal Skills, Aptitudes:</b>	<p>4. Team Working Demonstrate the ability to co-operate and support others.</p> <p>5. Planning and Organising Demonstrate the ability to decide priorities whilst maintaining orderly, accurate and up-to-date paperwork.</p> <p>6. Effective Communication Demonstrate the ability to ensure that written and spoken communication is accurate and well structured and meets the needs of the audience.</p> <p>7. Community &amp; Customer Focus Demonstrate the ability to manage customer expectations.</p> <p>8. Openness to Change Demonstrate the ability to adapt to new ways of working and its demands.</p>	<p>Demonstrates effective contact and involvement with outside agencies/external customers.</p> <p>Demonstrates the ability to assess new information and re-organise to meet new demands.</p> <p>Demonstrates experience of compiling well-structured reports and written summaries.</p> <p>Demonstrate the ability to suggest changes to existing systems in order to achieve improvements</p>
<b>Special Skills:</b>	<p>9. To have experience of taking notes at and producing minutes for meetings</p> <p>10. Must be prepared to be security cleared to SC/MV level</p> <p>11. Hold a full driving licence and have use of own vehicle for work purposes (Reasonable adjustments considered under the Equality Act 2010)</p>	

**POLICE – STAFF****ROLE DESCRIPTION**

<b>Job title:</b>	Administration Assistant
<b>Post no:</b>	XS187
<b>Scale:</b>	3
<b>Responsible to:</b>	Case Management Supervisor
<b>Responsible for:</b>	No direct responsibility for other staff
<b>Contacts:</b>	EMSOU Police Officers and staff, Leicestershire Constabulary FHQ. Other Force Departments. External organisations.
<b>Role:</b>	To provide an administrative service to EMSOU Op's Syndicate

<b><u>Duties</u></b>	<b><u>Responsibilities</u></b>
<b>Team Working</b>	<ul style="list-style-type: none"> <li>To deal with correspondence and other typing in accordance with Force Standard, and provide a personal and confidential administrative service, prioritising own workloads in order to meet deadlines.</li> <li>To prepare letters, reports, memoranda, transcriptions from audio tapes and other work as directed and required by the Case Management Supervisor</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>To attend meetings and take down minutes of the meetings, transcribe draft minutes for approval and distribute copies of approved minutes</li> <li>To undertake any research required, extracting information from records, files and other sources as necessary</li> <li>To maintain and register documents/statements onto the case management system at the request of the Case Management Supervisor.</li> <li>To collect and disseminate post.</li> <li>To provide administrative support to the Op's Syndicate including inputting of annual leave, training and duties.</li> <li>To maintain and operate manual and computer recording systems, spreadsheets, files in order to extract information as necessary to provide accurate information to comply with requests and meet deadlines.</li> </ul>
<b>Telephone Enquiries:</b>	<ul style="list-style-type: none"> <li>To receive and screen all incoming telephone and to record messages and other information in accordance with Force standards, seeking clarification of such data when necessary.</li> </ul>

**POLICE – STAFF**

<b>General</b>	<ul style="list-style-type: none"> <li>• Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people</li> <li>• Ensure security of all confidential and computer produced documents according to Force Policy and the Data Protection Act</li> <li>• Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</li> <li>• Be flexible in terms of working location and be prepared to work temporarily at other locations within the Regional area, undertaking a similar role</li> <li>• This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.</li> <li>• To participate in the Force PDR process and take responsibility for identifying your own professional and career development needs.</li> <li>• Undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined.</li> </ul>
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**Additional Information:**

Contract Type: \_\_\_\_\_

Date of last Job Evaluation Exercise: \_\_\_\_\_

Training Requirements: \_\_\_\_\_

PDR Activities and  
Behaviours:

Car User: \_\_\_\_\_

Budgetary Management: \_\_\_\_\_

People Management: \_\_\_\_\_

Post Funding Method: \_\_\_\_\_

Owner/source of Funding: \_\_\_\_\_

IT Systems Required: Excel/Word/Outlook

Skills Required: \_\_\_\_\_

Health tests required: \_\_\_\_\_

Risk Assessment: \_\_\_\_\_

Job Evaluation: \_\_\_\_\_

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