



**POLICE & CRIME
COMMISSIONER**
for Leicester,
Leicestershire & Rutland
Your Communities - Your Commissioner

Job Description

Title – Administrator

Post Number:	PC004
Grade /Scale:	Grade 4 £21,135 - £23,406 (SCP 14-17)
Weekly Hours:	37
Department:	OPCC
Location Work Base:	Force Headquarters
Status:	Established
Responsible To:	Resources Manager
Job Role/Purpose:	To support the aims of the organisation by providing an efficient and effective administrative support service in a confidential environment.
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:	Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.
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 have grade C GCSE in English Language or be able to demonstrate experience of working to that standard.

Work Experience:

- Able to demonstrate effective communication skills.
- The ability to work within a team whilst also working well on own initiative.

- Able to create and manipulate information systems such as excel.
- Experience in general administration and customer service.

Personal/Interpersonal Skills, Aptitudes:

- The ability to prioritise work and adhere to deadlines.
- Able to demonstrate personal awareness of diversity issues and encourage an inclusive environment of equal opportunity and openness.

Special Skills:

- To have a good working knowledge of using Microsoft packages including Word, Excel, Outlook and PowerPoint.

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Work Experience:

- Able to demonstrate experience of operational skills and preparing written reports and presentations.

Special Skills:

- Experience of taking accurate minutes of meetings.
- The ability to manage a diary and set up meetings.
- To have an understanding of the provisions of the Data Protection Act and the freedom of Information Act.

Core Responsibilities/ Accountabilities

Operational:

- To assist with organising meetings, taking notes and transcribing them.
- To undertake minor research and information collation projects to support the OPCC team.
- To provide diary management services to support the team.
- To help prepare reports and presentations.
- Ensure that all correspondence/enquiries are dealt with as appropriate and within set time scales responding in a timely manner to all ad hoc queries and requests for information.
- To input data onto various spreadsheets and databases as required.

- Preparing reports, letters and invites for the Organisation as directed by the Line Manager ensuring accuracy and distribution to agreed time scales.
- To help prepare reports and other work ensuring accuracy distribution to agreed time scales and updating spreadsheets.
- Prepare information for and compile information/literature packs relevant to the Organisation.
- To open and sort post and distribute accordingly.

Communication:

- To deal with internal and external queries.
- Receive and respond to enquiries, queries and requests for information relative to the activities within the role and if necessary direct queries to alternative sources.
- To assist in organising with any publicity, workshops, events and meetings.

Administration:

- To support the OPCC Team by providing an efficient and effective administrative support function in a confidential environment.
- To handle routine correspondence inclusive of photocopying, scanning and other enquires.
- To manage all incoming correspondence and resolve queries providing a confidential administrative service.
- Accurately updating and monitoring departmental excel spreadsheets.
- Undertake administrative activities including the preparation and processing of all necessary correspondence, documentation relating to activities undertaken by the department, fully utilising systems with minimal supervision.
- Assist with the provision of personal information to those parties authorised to receive it from manual and computerised record systems, in accordance with Force Policy, Data Protection and Freedom of Information Acts.
- To manage and prioritise weekly tasks to deliver an effective service with minimum of supervision to meet deadlines.

General:

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

- Ensure security of all confidential and computer produced documents according to Force Policy and the Data Protection Act.
- 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 OPCC Objectives and priorities.

Other:

- Be flexible in terms of working location and be prepared to work temporarily at other locations undertaking a similar role.

Personal Values /Competencies

The competency and values framework set 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:

Recruitment Vetting (RV)
