Job Description

Title: Substance Misuse Team Administrator

Post Number:	HC175
Grade /Scale:	3 - £21,432-£22,677 pro rata (SCP 10-14)
Weekly Hours:	18.5 hours per week
Department:	HC – VCCU Offender Management (IOM)
Location Work Base:	Euston Street
Status:	Established
Responsible To:	Substance Misuse Team Leader
Job Role/Purpose:	To help maintain the administration for Drug Testing on Arrest (DToA) and other functions of the Substance Misuse Team.
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 hold GCSE Grade C/4 minimum or equivalent in English Language and Mathematics and/or have experience of working in role requiring the use of English Language and maths to the above standard.   **Work Experience:**   - Experience of working in a role requiring clerical admin duties.   - Have a level of awareness of diversity issues appropriate to this role.

Personal/Interpersonal Skills, Aptitudes:

- Communicate effectively at all levels both in writing and verbally.
- Experience in working in a multi-agency, multi departmental or customer based environment.

Special Skills:

- Ability to lift, move and carry items of stationery between buildings when required using moving equipment provided by Leicestershire Police.
- Have a good working knowledge of IT software, including Microsoft word, Excel.
- Hold a full driving licence and have use of own vehicle for work purposes* & be prepared to travel Force Wide if required.*

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

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

Work Experience:

- To have experience of minute taking.

Special Skills:

- To hold RSA II typing or equivalent.
- To have knowledge of Microsoft Word/Office packages.
- To have knowledge of Police Regulations. Support Staff Terms & Conditions of employment.
- To have a working knowledge of Microsoft PowerPoint.

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

Core Responsibilities/ Accountabilities

Operational:

- To prepare information to be sent outside agencies on a daily basis.
- To maintain a daily government spreadsheet and extract required data returns as necessary.
- To maintain various DIP Spreadsheets.
- Assist other sites when staff are on holiday or off sick.
- Assist other members of the DToA/Substance Misuse Team completing ad hoc projects as appropriate as required by their Team Leader or Inspector.
- Scrutinise Forms and Sample Bags and bring relevant information, including errors to the attention of the appropriate SGT.
- To create monthly reports for Government and Leicestershire Police.
- To monitor and replenish stock applicable to post.
- To operate regularly in a police custody suite to carry out regular basic maintenance procedures as required for the drug testing equipment and to collect relevant paperwork and drug samples.

Communication:

- To act as liaison on a daily basis with outside agencies.
- To provide information to officers and staff in respect of drug test via telephone, logs and email on a daily basis.
- To deal with internal and external queries, and requests for information relative to Drug Tests on a daily basis
- To give advice to Detention Officers on drug testing and recording the Drugs Tests to promote awareness of accuracy.
- To act as a contact point by developing and maintaining a network of contacts within Leicestershire Police and relevant Agencies

Administration:

- To maintain daily records of Drug Tests.
- To collate Drug Test information on a daily and monthly basis.

General:

- 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.

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.

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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) Please note that due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application. **Car User:** Yes (Casual Allowance)