



## Job Description

**Title: Office Assistant**

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<b>Post Number:</b>	<b>AD017</b>
<b>Grade /Scale:</b>	<b>Grade 3 (£21,432 - £22,677 pro-rata)</b>
<b>Weekly Hours:</b>	<b>16</b>
<b>Department:</b>	<b>Support Services</b>
<b>Location Work Base:</b>	<b>Force HQ</b>
<b>Status:</b>	<b>FTC 12 months</b>
<b>Responsible To:</b>	<b>Catering Manager</b>
<b>Job Role/Purpose:</b>	<b>Office Administrator for the Catering Department performing a kitchen support role including taking calls and responding to emails.</b>
<b>Health and Safety:</b>	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.
<b>Contacts:</b>	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.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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### Person Specification

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education (including qualifications):**

To be educated to GCSE standard in Maths and English Language (grade C) or equivalent and or be able to demonstrate experience of working to the equivalent level of Maths and English Language.

**Work Experience:**

To demonstrate a working knowledge of a wide range of administrative duties, to include call taking and advice & basic financial processes.

**Personal/Interpersonal Skills, Aptitudes:**

Demonstrate by example effective communication skills.

Demonstrate by example the ability of effective time management ensuring all deadlines are achieved.

Demonstrate by example the ability to work on your own initiative

Demonstrate by example experience of being a successful team worker.

Demonstrate the ability to make decisions in the working environment.

**Special Skills:**

To be educated to ECDL Basic Level or to be able to demonstrate ability to the above level by work experience and to have advanced skills in Office Word and Excel.

**Desirable Criteria**

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

**Knowledge/Education (including qualifications):**

To possess a Level 2 food hygiene qualification.

**Special Skills:**

To have experience with financials including invoicing.

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

- Weekly and monthly tasks including stock ordering, talking to suppliers, online orders.
- Processing invoices and recharges to departments.
- HASSUP documentation (Hazard Analysis Critical Control Point) and related documents ensuring all current food hygiene legislation is being adhered to.
- To manage the label printing process, mindful of Natasha's Law
- Updating of databases and spreadsheets
- Helping staff to complete overtime forms, and annual leave requests.
- To assist with creative ideas for continuous improvements in the department, recipe research and new initiatives.

#### **Technical:**

- Support the Catering Manager with the invoicing.
- To inform the Catering Manager of any equipment defects following daily H.A.C.C.P checks
- Health and Safety checks on kitchen equipment.
- Arrange for any repairs to machinery

#### **Communication:**

- Update Weekly Orders with weekly menus and offers

#### **Administration:**

- To ensure that the daily, weekly & monthly HACCP documents are kept upto date by the Kitchen Assistants
- To ensure that the diary containing bookings for the provision of Catering Services is kept upto date and includes all of the relevant information

#### **General:**

- To undergo on and off the job training sessions as required by Leicestershire Police

#### **Other:**

- 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
- Be motivated to learn and consistently aim to improve the service provided by the Catering Department at Leicestershire Police

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

### **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:**

1) Recruitment Vetting (RV)