

POLICE – STAFF



PERSON SPECIFICATION - SHORT LIST

Area:	Regional	Job Title:	Command Team Secretary	Weekly Hours:	37
Section:	EMSOU	Scale:	Grade 5	Version :	3
Post No:	XS213	Status:	Permanent	Version Date:	05/10/2010

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 which contribute to improved / immediate performance in the job.</i>	Method of Assessment
Education:	To be educated to GCSE Grade B in English Language OR have experience in a post requiring the use of English Language to that standard	To hold a secretarial certificate or diploma	1, 4
Work Experience:	To have comprehensive secretarial experience OR of working within a administrative support environment. Demonstrate previous experience of working in a highly confidential environment handling confidential documents. Demonstrate experience of prioritising workloads and working to a high standard whilst ensuring adherence to strict deadlines.	To have experience of working as a Secretary to a Senior Manager.	1, 2 1, 2 1, 2
Personal / Interpersonal Skills, Aptitudes:	Demonstrate proven excellent communication skills both verbal and written. Be able to work using own initiative and as part of a team Display flexibility within the working environment and the ability to respond to changes at short notice		1, 2 1, 2 1, 2
Special Skills:	Word processing skills to RSA Stage III word processing or work experience in a role to that standard. Comprehensive working knowledge of Microsoft Office packages including Word, PowerPoint, Excel and Outlook.	To have experience of Audio Typing To have short hand/speedwriting skills of 70 wpm.	1, 2, 3, 4 1, 2, 3 1, 2
Other:	To be prepared to be vetted to SC/MV with the possibility of DV/Strap Vetting Must hold a full driving licence and be prepared to occasionally use own car for business purposes		1, 4

*1 – Application Form, 2 – Interview, 3 – Test / Presentation, 4 – Documentary Evidence, 5 – Other {please specify}

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ROLE DESCRIPTION

Job title: Secretary

Post no:

Scale:

Responsible to: Chief Superintendent

Responsible for: N/A

Contacts: Police Officers & Police Staff of the EMSOU; Regional Forces' personnel; members of the General Public, Police Complaints Authority and other external organisations

Role: To take a pro-active role in providing a full range of professional secretarial and administrative support to the Chief Superintendent, Superintendent and other members of the EMSOU Senior Management Team.

Duties

Responsibilities

Operational:

To deal with correspondence and other typing in accordance with Force Standards, much of which is of a confidential nature

To prepare letters, reports, memoranda and other work as directed and required by the EMSOU Head and Deputy Head and other members of the Senior Management Team

Administrative:

To advise the Chief Superintendent of all matters requiring their attention.

To provide an efficient and effective secretarial service to the EMSOU Senior Management Team by means of:

Arranging and attending meetings, recording details of business conducted and producing and distributing minutes to those persons authorised to receive them.

To receive and have initial contact with Command visitors.

To book travel and hotel arrangements.

To receive and screen all incoming telephone calls for the Unit Head and Deputy Head and to record messages and other information in accordance with Force standards, seeking clarification of such data when necessary.

To work effectively as a Team Member in supporting the Senior Management Team and to assume/incorporate roles of other Team Members in their absence.

To undertake any research required, extracting information from records, files and other sources as necessary

To maintain the Chief Superintendent's and Superintendent's diaries and other diaries if requested, ensuring that all appointments and other commitments are recorded promptly.

To ensure that all work of a confidential nature is dealt with in a professional manner.

To update and maintain the Command's filing systems, manuals and publications.

To open and sort post for the Senior Management Team and distribute accordingly.

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General:

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.

The post-holder will be required to be security cleared to SC and MV level. Appointment will be subject to successful application and maintenance of these levels of clearance.