



## **Job Description**

**Title – MAPPA Administration Officer**

**Version - 5 Date - 17/03/2016**

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<b>Post Number:</b>	<b>H047</b>
<b>Grade /Scale:</b>	Grade 4
<b>Weekly Hours:</b>	<b>37</b>
<b>Department:</b>	<b>MAPPA</b>
<b>Status:</b>	<b>Maternity Cover</b>
<b>Responsible To:</b>	MAPPA Manager
<b>Responsible for:</b>	No direct responsibility for other staff
<b>Location Work base:</b>	Mansfield House
<b>Job Role /Purpose:</b>	To provide typing, admin and clerical support to the MAPPA Coordination Unit
<b>Contacts:</b>	Police Officers, HQ departments, external partner agencies, including medical specialists, probation service and social services. 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 Grade C or equivalent in English Language or demonstrate experience of working to the equivalent level of English Language.

##### **Work Experience:**

To have demonstrable, previous experience of input, search and retrieving information from a complex database.

To have confident experience of general clerical / administrative work including filing and working to strict time scales.

Experience of organising and taking minutes of meetings.

To have worked in a confidential and sensitive environment.

**Personal / Interpersonal Skills, Aptitudes:**

To have experience of dealing with highly sensitive and emotional issues including over the telephone.

**Special Skills:**

To have recent working experience of using Microsoft Word.

To have recent working experience of using Microsoft Excel.

To have a working knowledge of the Data Protection Act 1998.

**Other:**

N/A

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

**Desirable Criteria**

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

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

N/A

**Work Experience:**

To have a working knowledge of the criminal justice system.

To have experience in working in partnership with other public agencies.

To have experience of acting as a secretary to a manager

**Personal / Interpersonal Skills, Aptitudes:**

N/A

**Special Skills:**

N/A

**Other:**

N/A

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

## **Core Responsibilities/ Accountabilities**

### **Operational:**

### **Management/Leadership:**

### **Technical:**

Use of PNC, CIS, Visor and other Police computer systems to input, retrieve and research information to create dossiers and intelligence logs.

Use of electronic systems to process MAPPA/IOM referrals, referrals in respect of Potentially Dangerous Persons (PDPs) and applications for disclosure under the terms of the Child Sexual Offender Disclosure Scheme (CSODS.)

### **Communication:**

To take telephone calls requesting information about the work of MAPPA, PDPs and CSODS, directing to an appropriate source and assessing the urgency a reply is required by. Answering queries in relation to MAPPA processes/procedures, and contact with other agencies e.g. CYPS.

### **Administration:**

To take down and transcribe non-routine correspondence, reports working from manuscript or corrected draft, and/or recorded speech.

To use computer to produce statements reports schedules etc in complete form.

To attend and arrange meetings and take down a record of the minutes, transcribe them for approval and distribute copies of relevant records within prescribed timescales.

To undertake pre-meeting information gathering in respect of subjects referred. Collation of briefing dossiers including the background information and information from external/internal agencies and reports for MAPPA meetings. Responsibility for invitations to MAPPA meetings. Responsibility for logistical support for meetings e.g. booking venues, refreshments, car parking, training.

### **General:**

To compile, record and maintain record of meetings and document filing system in relation to offender details and retrieve documents or files.

Provision of general clerical support to MAPPA manager.

To maintain pending files and records of matters to be brought forward and ensure timescales are met.

To order stationery and operate small petty cash float.

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:**

N/A

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

### Personal Values /Competencies

The competency and values framework sets 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  
Social responsibility

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Please select one - Recruitment Vetting (RV) RV or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC) SC
- 3) Please select one - Developed Vetting (DV) or N/A N/A

**Date line manager checked vetting level needed :**

**Car User:** Yes / No X - Essential /Casual Allowance {per mile / day etc}: Please enter text here

**Budgetary Management:** Yes / No X Budget Value approximate value £ Please enter text here

**Additional Information:** For secondments to this role, applicants should ensure that they have sought approval from their line manager prior to interview.

### Reasonable adjustments

N/A

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration  
Level

Administration  
Level

Administration  
Level

Clerk Level

Clerk Level

Clerk Level

