



Job Description

FIB Secretary

Post Number:	GI062
Grade /Scale:	4 £23,100-£25,353 pro rata (SCP 14-17)
Weekly Hours:	18 hours per week job share
Department:	Crime & Intelligence Directorate, Force Intelligence Bureau
Location Work Base:	Leicestershire Force Headquarters
Responsible To:	Chief Superintendent – Head of Crime
Job Role /Purpose:	Secretary – Head of Force Intelligence Bureau, Crime & Intelligence
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):

- Educated to GCSE min. Grade C/4 or equivalent in English Language or have work experience of using English Language to that level.
- To hold a Word Processing qualification or have experience in a secretarial based role.

Work Experience:

- Proven experience of clerical work to include typing of reports, letters and minutes.
- Experience using Microsoft Word, Excel, PowerPoint and Outlook.
- Experience organising, attending meetings and taking minutes and drafting correspondence.
- Have the ability to work unsupervised and be flexible to achieve deadlines.
- Have excellent written and spoken communication skills.
- Ability and experience of providing a high level of service to customers both internally and externally.

- Experience working with confidential highly sensitive information

** 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:

- Experience of Audio Typing.
- Hold a Secretarial Certificate or Diploma.

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Core Responsibilities/ Accountabilities

Operational:

- To maintain diary and fix appointments.
- Receive visitors.
- Deal with telephone enquiries.
- Arrange meetings.
- Deal with routine matters in the absence of the Director of Intelligence or his/her Senior Management Team.
- Arrange for non-routine urgent matters to be dealt with.
- Confidential/Secret handling of information from Special Branch or other sources.

Administration:

- To obtain information that may be required by the Head of Crime or his/her Detective Superintendents on a regular ad hoc basis; extract information from records and files or obtain as necessary from internal or external sources and prepare information in appropriate format
- To maintain document filing system and retrieve files or documents as required
- To open and sort post and distribute accordingly
- To maintain pending files and records of matters to be brought forward and ensure that the Head of Crime, or in his/her absence his/her Detective Superintendents is aware of matter requiring their attention
- To provide word processing service on confidential matters and general assistance in the Management Support Unit as own duties allow or as otherwise instructed
- To take down in note format or shorthand and transcribe non-routine correspondence, reports, memoranda, etc. and working from manuscripts or corrected drafts and/or recorded speech
- Produce statements, reports. Schedules etc. in completed form
- To attend meetings and take down in note format or shorthand the minutes of such meetings, transcribe draft minutes for approval and distribute copies of approved minutes or Action Sheets where appropriate

- Prepare and circulate actions and a summary of the Weekly Tasking Meeting, which informs colleagues of the Force's current and emerging threats
- Management and collation of Crime and Intelligence Awards
- Assist and book training courses, vehicle hire, accommodation, travel, etc for the whole of the Crime and Intelligence Senior Management Team.
- Manage latest news and input intranet items for web-based updates
- Management of the Crime and Intelligence Intranet Website, reviewing information to ensure it is accurate and kept up to date.
- Audio Typing carried out for meetings where actions are required
- View and manage emails for the Crime and Intelligence Detective Chief Superintendent and Detective Superintendent's
- To arrange, manage and attend meetings to take actions for SMT
- To arrange, manage and attend partnership and internal training days

General:

- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job
- The role description should develop along with the changing demands of policing reflected in Force Objectives and priorities

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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:

- 1) Management Vetting (MV)
- 2) Security Check (SC)

Please note that due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK up to the date of the application.
