



Role Title	Safeguarding Clerical Officer	Reporting to	Safeguarding Detective Sergeant
Section	Child & Adult Safeguarding	District/Department	Districts
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To provide an efficient and comprehensive clerical service. To liaise with victims, statutory and voluntary agencies. When required to provide and maintain up to date information on various computer systems.
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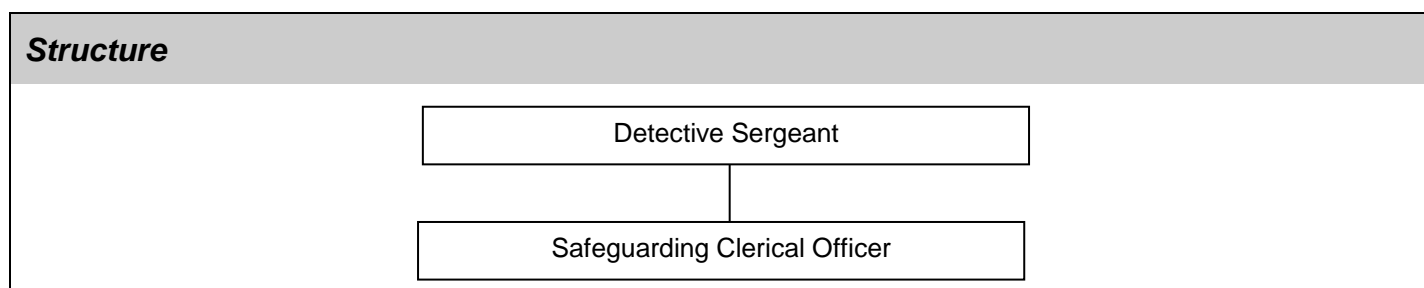
Key outputs for role –	
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. To provide an administrative, analytical and research support role. Maintain and update all relevant computer systems.3. To research/collate information and to produce reports as required, such as Case Conference, Court Orders, Probation requests, PND Checks etc. and when required co-ordinate the attendance of officers at Case Conferences, and other multi-agency meetings.4. To compile and circulate relevant documents to Divisional Officers, ensuring information is effectively and properly distributed to ensure appropriate action is taken.5. Evaluate/verify domestic abuse incidents and undertake risk assessments of vulnerable victims to establish the level of response required, seeking advice where necessary from the DV Co-ordinator.6. To screen calls, take messages and relay information on behalf of the Unit to ensure efficient and effective communication is maintained on the progress of cases and in a Unit Officer's absence, give advice to Police Officers, giving consideration to Disclosure legislation and the sensitivity of the case7. To liaise with statutory and voluntary agencies to highlight potential safeguarding issues, in accordance with Force Guidelines relating to referring incidents to appropriate partner agencies.8. To offer advice, support and assistance to victims, including monitoring bail details in relation to offenders, and acting upon information received to ensure victims' needs are met, thus continuing to offer help/support and assistance.9. Undertake any other work as directed including working at different locations in order to provide business continuity and to enable the Unit as a whole to fulfil force-wide needs.	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Deal with and provide a large quantity of sensitive information on a daily basis to both internal and external agencies ensuring all work is compliant with the Data Protection Act.

Work/Business contacts
Internal: Police and Support Staff at all levels.
External: Victims/offenders, Members of Voluntary Support Agencies, Social Services, Education, Health/Welfare, YAS, Probation, Criminal Support Agencies and other Forces.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Basic knowledge of and ability to use a range of computer packages such as Microsoft Office.	Essential
• Ability to undertake and pass relevant training on Force computerised databases	Essential
• Previous experience of working in an office environment	Desirable
• Able to demonstrate good numeracy and literacy skills	Essential
• Ability to work unsupervised and work on own initiative on a regular basis	Essential
• Ability to prioritise own workload on a daily basis	Essential
Other (Physical, mobility, local conditions)	
• Prepared to work flexible hours to suit the Safeguarding Unit's requirements	Essential
• Ability to deal with the effects of crime, including dealing with distressed victims and the emotional impact of extremely sensitive issues such as child and adult sexual abuse	Essential
• Is willing to work in any post appropriate to the grade at such other places within the Force as may be reasonably required	Essential
• Ability and willingness to travel and work throughout the Force area	Essential
• Possession of a full UK driving licence	Desirable

Expertise in Role - After initial development - Level 2
• Basic knowledge of Child and Adult Safeguarding procedures including the role of external agencies
• Basic knowledge of all relevant systems and procedures within the department and the district
• Ability to effectively operate all relevant computer systems
• Able to provide a sensitive and effective response to emotional callers



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://wyp-infoshare/sites/registry/HO%20SD%20%20College%20of%20Policing/CoP%20-%20Guidance%20documents/Competency%20and%20Values%20Framework%20for%20Policing.pdf
Level 1 - Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
• An expert source of information in routine Child and Adult safeguarding matters
• Displays a detailed knowledge in Child and Adult safeguarding issues within external agencies and the court systems
• Has a detailed knowledge of all systems relevant to role

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	2016