



# ROLE PROFILE

<b>Role Title</b>	Administration Assistant	<b>Reporting to</b>	Senior Analyst /Detective Sergeant
<b>Section</b>	Regional Organised Crime Unit	<b>District/Department</b>	Regional Organised Crime Unit
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 3

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Provision of clerical and administrative support to the region. Responsibility for accurately recording, disseminating and extracting information from various sources to support national RIU & GAIN frameworks in addition to ensuring compliance with regional and national ROCU performance reporting frameworks.
--------------------------------	---

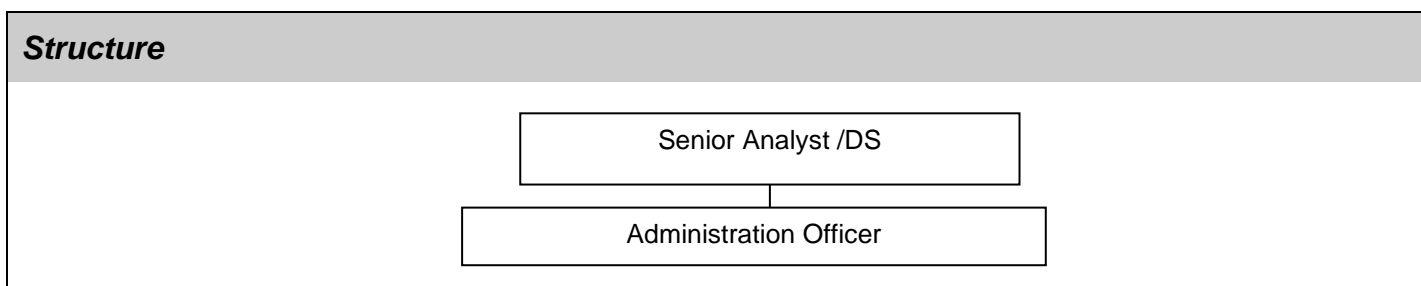
<b>Key outputs for role –</b>
<ol style="list-style-type: none"> <li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes</li> <li>2. Input, maintain and retrieve data from computerised systems in order to provide performance related management information and datasets, ensuring accuracy of data is maintained.</li> <li>3. Provide support to enable timely and accurate performance reporting for all Y&amp;H ROCU departments/capabilities in line with regional and national performance/data requirements for ROCU's and GAIN.</li> <li>4. Conduct checking of all documentation to be disseminated to internal and external customers to ensure compliance with data sharing agreements, General Data Protection Regulation, Management of Police Information and standard operating procedures.</li> <li>5. Provide administrative assistance and support as required with regional projects, operations, partnerships and other ad hoc requirements.</li> <li>6. Receive and direct GAIN and Regional Intelligence Unit enquiries/referrals from internal and external customers, recording responses and disseminating as appropriate.</li> <li>7. Provide administrative and clerical support to the department including the management of regional mailboxes and datasets.</li> </ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>• The approach of the region to the current policing plan and various force priorities determines the volume and/or complexity of research required.</li> <li>• Provision of administration and clerical support to the region</li> <li>• Contributing towards the region achieving its targets and priorities, including attendance at meetings where appropriate.</li> </ul>

<b>Work/Business contacts</b>
<b>Internal:</b> Officers and staff at all levels including Senior Leadership Team
<b>External:</b> Officers and staff at all levels from other forces and regions, external partners and third sector agencies.

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Good working knowledge of, and ability to operate computerised databases	Essential
• A proven ability in the use of Microsoft Office, including Excel.	Essential
• Ability to input and extract information accurately from computer systems.	Essential
• Excellent communication skills, both written and verbal.	Essential
• Ability to work in a high pressure environment and to tight deadlines	Essential
• Knowledge of policing policies and practises	Desirable
• Knowledge of the structures and capabilities of partner agencies	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Is prepared to work flexible hours and varying locations to suit the requirements of the Force.	Essential

<b>Expertise in Role - After initial development - Level 2</b>
• Has detailed knowledge of force/regional structures
• Has detailed knowledge of partner agencies structures and capabilities
• Keeps up to date with changes affecting own role
• Has detailed knowledge of the General Data Protection Regulation, Management of Police Information and Standard Operating Procedures and how they relate to the work of the region.
• Has detailed knowledge of available sources and methods of gaining information.
• Ability to select and use the appropriate performance related methodology to gain appropriate data.



## **PART B – COMPETENCIES & VALUES**

<a href="#"><i>Competency and Values Framework for policing</i></a>	
Level 1	Practitioner

## **PART C - DEVELOPMENT OF ROLE**

<b>Expertise in Role (Advanced - Level 3)</b>
• Is recognised and used as an expert in matters relating to GAIN, RIU administration and performance reporting

## **PART D - ACCESS & VETTING**

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access HQ Finance Department and Police Buildings within assigned Business Cluster Unit
<b>Vetting Level</b>	Management Vetting & SC (Security Clearance)
<b>Date accepted as a role profile</b>	17.5.2018