



| | | | |
|-------------------|--|----------------------------|-----------------------------|
| Role Title | Business Support Assistant | Reporting to | Business Support Supervisor |
| Section | District/Departmental Business Support | District/Department | Finance & Business Support |
| Tenure | | Rank/Grade | Scale 1/2 |

Part A – JOB DESCRIPTION

| | |
|--------------------------------|---|
| Overall purpose of role | To provide an efficient and comprehensive business support function to the assigned District /Department in accordance with Financial Regulations and Force Policies. |
|--------------------------------|---|

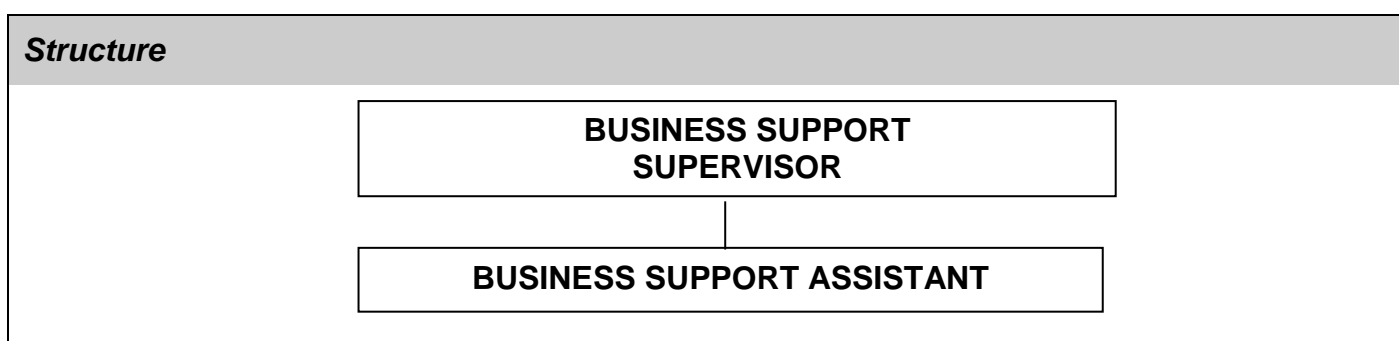
| |
|---|
| Key outputs for role – |
| <ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Process Police and Police Staff overtime and time off in lieu, in CARM and FMIS, ensuring claims are debited from the appropriate budget, and Force Financial procedures are followed and consistency maintained.3. Place requests, and process financial transactions for the provision of goods, services, equipment and consumables, using various Force systems e.g. Proactis, D Cal and purchasing cards.4. Process expense claims for special constables and volunteers in accordance with Force Policy.5. Maintain the Business and Receipts Accounts including the receipt, payment and banking of monies to ensure the accounts are processed in line with financial regulations and force policy whilst maintaining accurate records for audit purposes.6. Provide a comprehensive administrative support including the sorting and distribution of incoming and outgoing mail, reception duties, distribution of lockers and facilitating the Business Support mailbox to ensure business continuity and service delivery is maintained.7. Provide support to the Business Support Officer and Supervisor on facility issues including IT, Transport, Estates, master tapes and Procurement services placing requests where necessary including the co-ordination of vehicle fleet checks, issuing of fuel cards and keys within the District/Department.8. Maintain appropriate levels of stock including controlled stationery for distribution in accordance with Force policy.9. Undertake any other Business Support function work as directed including working at different locations, in order to provide business continuity and to enable the Business Support function as a whole to fulfil force-wide needs. |

| |
|---|
| Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports) |
| <ul style="list-style-type: none">• Responding to deadlines and working within the Force Financial Regulations.• Responsibility and security of Force Purchasing card.• A range of computer software e.g. CARM, Proactis, D-Cal, Infoshare and Outlook.• Establishment of 800 to 2000 Police Officers and Police Staff |

| |
|---|
| Work/Business contacts |
| Internal: Police and Police Staff of all ranks and grades across the Force. |
| External: All relevant agencies, partners, suppliers, members of the public, police and support staff. |

| Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
|--|-------------------------------|
| • Has basic knowledge of office systems and procedures. | Essential |
| • Has knowledge of and the ability to operate computer systems such as Microsoft Office including Word and Excel. | Essential |
| • Has knowledge of and ability to use standard Force computer systems. | Desirable |
| • Has basic knowledge of Duties Management and Finance systems | Desirable |
| Other (Physical, mobility, local conditions) | |
| • Ability to travel around the Force area if required. | Desirable |
| • Is willing to work in any post appropriate to the grade at such other place within the Force as may be reasonably required | Essential |

| Expertise in Role - After initial development - Level 2 |
|---|
| • Has a good knowledge of all relevant departmental and force procedures and practices. |
| • Has detailed knowledge of CARM, Proactis and D-Cal. |



PART B – COMPETENCIES & VALUES

| |
|---|
| Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf |
| Level 1 –Practitioner |

PART C - DEVELOPMENT OF ROLE

| Expertise in Role (Advanced - Level 3) |
|---|
| • Has a detailed knowledge of all relevant departmental and force procedures and practices. |
| • Has used and applied knowledge gained to suggest improvements to systems. |

PART D - ACCESS & VETTING

| | |
|--|--|
| Standard IT Access | Default |
| Police Building (Perimeter and Zone access) | Perimeter Access to Police Buildings where based |
| Vetting Level | Management Vetting |
| Date accepted as a role profile | 5/2/15 |