



Role Title	Secretary	Reporting to	Business Support Officer
Section	Finance & Business Support	District/Department	Finance & Business Support
Tenure	N/A	Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To provide a comprehensive support function to the District/Departmental Senior Leadership Team and in conjunction with Line Manager, work closely with colleagues to provide support across the organisation in times of absence or high workloads.
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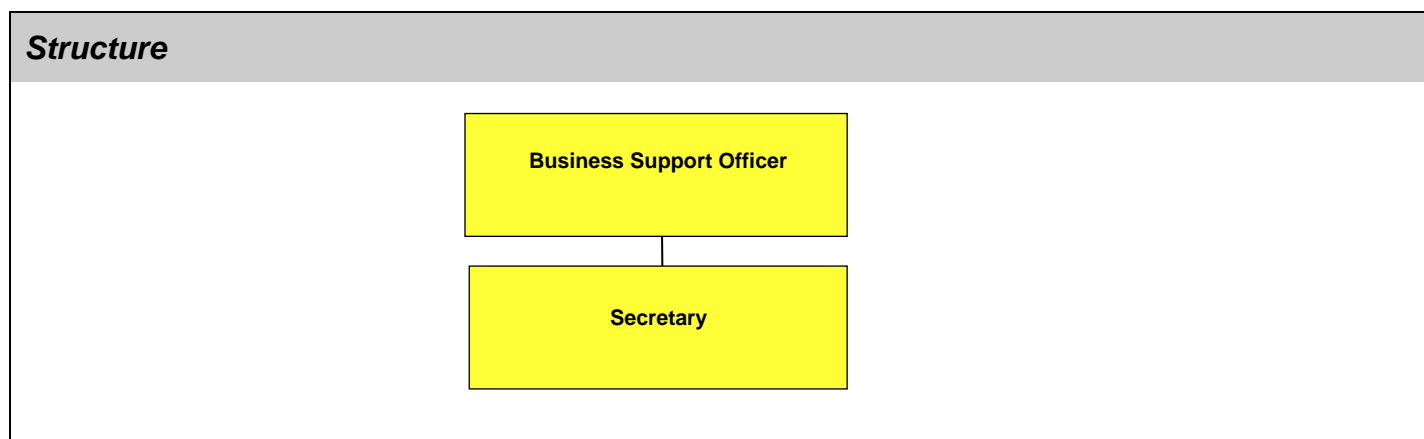
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Provide first point of contact to the Senior Leadership Team, screen calls, take messages and receive internal and external visitors ensuring all callers and guests are dealt with in a courteous and efficient manner.3. Maintain and co-ordinate diaries as appropriate to facilitate effective time management within the District/Department including maintenance of required rotas.4. Organise and co-ordinate meetings as required for SLT, attend to ensure appropriate actions/minutes of each meeting are completed and updated accordingly.5. Screen and action appropriate emails on behalf of Chief Supts/Heads of Departments including the management of the appropriate mailboxes.6. Provide support to the rewards and recognition processes7. Maintenance of appropriate intranet pages, ensuring key information and messages are distributed as determined by the SLT.8. Undertake any other appropriate support to the District/Department to ensure a full and effective administrative provision is maintained.9. In conjunction with the Line Manager, provide assistance across the organisation in respect of SLT support services during times of absence and high volume workloads.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Provision of Confidential Secretarial Facility to Senior Leadership Team.• Use of a Range of Computer Software packages.• Strict Deadlines.• Provision of Office Cover (office hours).

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

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• RSA II qualification or equivalent or typing experience which will show a high level of accuracy and speed of no less than 30wpm.	Essential
• Ability to work as part of a team.	Essential
• Good knowledge of and ability to operate computerised software packages e.g. Microsoft office.	Essential
• Good organisational and interpersonal skills.	Essential
• Previous Secretarial Experience.	Desirable
• A knowledge of Police and Local Government procedures and processes	Desirable
Other (Physical, mobility, local conditions)	
• Is prepared to be flexible in relation to assistance to colleagues in response to organisational demand.	Essential
• 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
<ul style="list-style-type: none"> • Knowledge of Police Organisation and Structure. • Knowledge of appropriate Policies /Priorities. • Proven ability to fully utilise relevant administrative and computer based systems.



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
Select one level
Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
<ul style="list-style-type: none"> • Demonstrates ability to successfully implement innovative communication techniques • Recognised as an expert in their field by both internal colleagues and external contacts. • Proactively identifies and introduces new initiatives to improve the image of the Department and/or Force.

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