ROLE PROFILE

Role Title	Clerk/Typist	Reporting to	Detective Sergeant
Section	YHROCU	*District/Department*	YHROCU
Tenure		*Rank/Grade*	Scale 1/2

Part A – JOB DESCRIPTION

Overall purpose of role	To provide efficient and effective word processing tape transcripts and administrative support to the YHROCU in order that files are presented to a high standard.

Key outputs for role –

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 admin support for the Yorkshire and Humber Regional Organised Crime Unit (YHROCU) and other special operations as required including a word processing and full transcript service to the YHROCU to meet the required standards of accuracy within the agreed time scales.

3. To input data on computer systems for YHROCU staff to a high degree of accuracy

4. Produce documentation, Court files and reports to a high degree of accuracy to include producing prosecution files in electronic format utilising current IT programs i.e. file prep to include scanning, hyperlinking, archiving and checking of files in accordance with departmental and system guidelines.

5. To attend departmental meetings to ensure a record of each meeting is maintained.

6. Order and maintain stationery for YHROCU to ensure correct volumes of stationary are accessible.

7. To receive telephone calls and messages from members of the public and outside agencies and direct them to YHROCU Officers
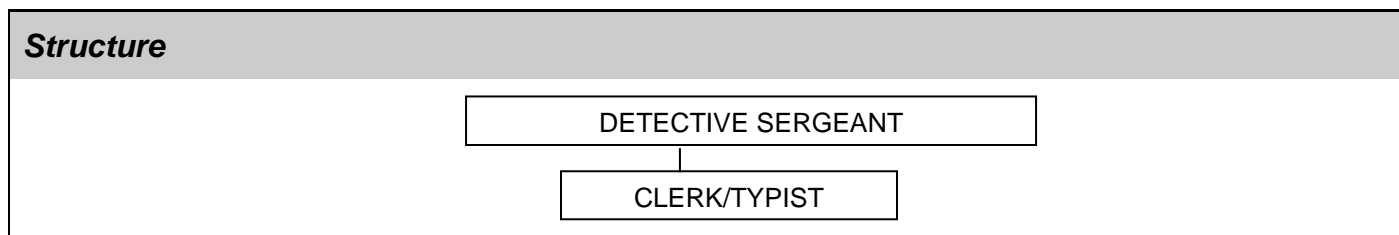
Dimensions *(Financial/Statistical/Mandates/Constraints/No. of direct reports)*

- Willingness to assist other sections within YHROCU, assisting police officers and police staff.

- To cover administrative tasks in absence of office manager.

Work/Business contacts

Internal: Police Officers and support staff in the Force to handle messages. Stores staff to order stationary. IT staff to maintain and services essential computer equipment.

External: Officers from other Forces, members of the public and outside agencies so that messages can be communicated to YHROCU staff. Representatives and maintenance staff for photocopying equipment.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• RSA II or equivalent	Essential
• Good standard of literacy.	Essential
• Has knowledge of and ability to operate computer packages such as Microsoft 360	Essential
• Experience of office based work.	Desirable

Other (Physical, mobility, local conditions)	
• Ability and willingness to successfully pass management level vetting	Essential

Expertise in Role - After initial development - Level 2

- Has basic knowledge of Force IT systems used.
- Can demonstrate basic knowledge of file preparation procedures
- To have obtained the detailed technical knowledge required to run the file prep system

Structure

```
┌─────────────────────────────┐
│     DETECTIVE SERGEANT       │
└──────────────┬──────────────┘
        ┌───────┴───────┐
        │  CLERK/TYPIST  │
        └───────────────┘
```

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)

- Is used by colleagues as an expert on typing and clerical support to YHROCU staff.
- Has successfully advised colleagues on working practices and procedures.
- Has developed successful contacts with other agencies.

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	2016