

## Business Support Apprentice, Powys Local Investigation Unit – Support

<b>Grade:</b> Apprentice	<b>Department:</b> Powys LIU
<b>Location:</b> Newtown	<b>Security Vetting:</b> RV
<b>Role Specific Requirements/ Restrictions:</b>	None
<b>Role Specific Hazards:</b>	Display Screen Equipment
<b>System Access Requirements:</b>	Accident Recording System, Workrite, Working Time Recording

### **Brief Description of your job, its main purpose and major tasks:-**

As an apprentice you will carry out or be working towards performing the main duties and responsibilities shown below.

To provide business and administrative support for the Powys Local Investigation Unit (LIU, Newtown).

### **Role Specific Tasks**

1. To undertake administrative tasks in support of the Powys LIU Dept, including data collection and review from wide ranging sources, creation of admissible evidential material and assisting with enquiries.
2. To create and provide additional copies of digital and documentary evidence as required by investigators, managers, and the Crown Prosecution Service.
3. To progress administrative taskings timely and appropriately in accordance with departmental procedures and CPS guidelines.
4. To review and conduct quality checks in relation to General Data Regulations Procedures (GDPR) and ensure data breaches do not occur from work generated.
5. To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser graded post.

### **Role Generic Tasks**

6. To provide administration support and resilience within the LIU Dept when necessary.
7. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
8. To deal effectively with internal and external communication from staff, partner agencies and members of the public.
9. To ensure force systems are maintained and updated effectively in line with business processes.
10. To develop, maintain and ensure effective business processes.
11. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.
12. Must complete Level 3 Business Administration Support qualification within 2 years

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

**Selection Criteria to be evidenced on application is below:-**

Attainments		Application	Interview
<b>Role Specific</b>	1. Must be prepared to work towards attaining Business Administration Level 3 Qualification (training and support will be provided) <b>(E)</b>	X	X
<b>Role Generic</b>	2. Must possess G.C.S.E's Grades A - C, in Mathematics and English Language, or will need to demonstrate an ability at a level that will allow achievement of the apprenticeship and to competently carry out the role. (E)	X	
	3. Must demonstrate a practical approach to problem solving (E)	X	X
	4. Must have effective keyboard inputting skills and knowledge of Microsoft packages including Excel and Word. (E)	X	
	5. Must have effective written and oral communication skills (E)	X	
	6. Must have previous experience of ability to work as part of a team either through work, sport, social activities or other interests. (D)	X	X
	7. Must have adaptability, honesty and a mature outlook. (E)	X	X
	8. Must be prepared to successfully complete all training and assessment required of the role (E)	X	
	9. Must have the ability to communicate through the medium of Welsh to Level 1 or be prepared to achieve this within 6 months of appointment (E) <a href="#">[Click here for the DPP Welsh Language requirements]</a>	X	

**KEY: (E) – Essential / (D) – Desirable**