

POLICE AND CRIME COMMISSIONER ROLE PROFILE



ROLE PROFILE

Role Title:	Administration Assistant
Grade:	Scale 3/4
Responsible to:	Administration Support Officer
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	MV/SC – Management Vetting and Security Clearance
Date Published:	November 2022

THIS IS A POLITICALLY RESTRICTED POST

Role Purpose:

The Administration Assistant will provide administrative support to the Police and Crime Commissioner's team. The main tasks associated with the role will include minute taking, diary management, maintaining and reviewing filing systems, management of multiple email accounts, undertaking research and preparatory work to provide briefings to senior managers. Arranging travel for members of the team, processing requisitions, inputting and uploading information onto the website and preparation of meeting papers.

Main Responsibilities	Advice and Guidance <ul style="list-style-type: none"> • Receive and respond to enquiries from customers, including complex queries related to area of work • Provide varied information, on the phone, face-to-face and/or electronic, based on existing departmental procedures • Provide advice and assistance on associated queries • Deal with straightforward and escalated queries and escalate more difficult or complicated queries • Interact with, and pro-actively supply information to external agencies and members of the public
	Administration <ul style="list-style-type: none"> • To carry out general administrative duties which may include: <ul style="list-style-type: none"> - Minute Taking

	<ul style="list-style-type: none"> - Formatting documents - Diary Management of Executive team members - Ordering - Mail collection and distribution - Filing and storage of information
	Finance <ul style="list-style-type: none"> • Receive and process financial transactions including low value cash and near cash equivalent • May monitor allocated budget
	Organisation/Planning <ul style="list-style-type: none"> • Organise, schedule and attend events/meetings/resources including equipment, people and systems as directed • Plan and organise own work and/or contribute to departmental project • Co-ordinate with other team members • May contribute to local community engagement events
	Processes <ul style="list-style-type: none"> • Follow, create and amend processes for use by self and others related to area of work • Quality assure processes for use by self and others as directed • May check stock levels and request supplies • May receive and process various types of transactions
	Record Keeping <ul style="list-style-type: none"> • Create, store, maintain, retrieve and update records/data both manual and electronic on associated systems • Use and understand common systems relevant to area of work to enable manipulation of information and initial investigation of customer queries/problems
	Customer Service and Representation <ul style="list-style-type: none"> • To present a positive image and service to both internal and external customers • Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service • Maintain confidentiality in relation to data protection issues and data Protection Act 2018.
	<p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	Essential <ul style="list-style-type: none"> • Must have a good standard of education to at least GCSE A-C Level, including Maths and English, or be able to demonstrate equivalent skills and abilities.
Skills	Essential

	<ul style="list-style-type: none"> • Proven track record of management of an executive level diary • Must be computer literate and proficient in Microsoft applications. • Ability to influence without power • Excellent Organisational Skills • Exceptional Communication Skills <p>Desirable</p> <ul style="list-style-type: none"> • Welsh Language Level 2 – Can understand the essence of a conversation, convey basic information, contribute to meetings, transfer telephone calls and respond to simple requests in Welsh. Also introduce oneself and others by name, role, and location/organisation.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Must have previous administrative experience • Must have proven diary management skills • Ability to manage multiple workstreams
Personal Qualities	<p>Serving the Public Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests Understands the expectations, needs and concerns of different communities and strive to address them Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them Develops partnership with other agencies to deliver the best possible overall service to the public</p> <p>Professionalism Acts with integrity, in line with values of the Police Service Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required</p> <p>Openness to Change Positive about change, responding flexibly and adapting to different ways of working Finds better, more cost effective ways to do things, making suggestions for change Takes an innovative and creative approach to solving problems Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge</p> <p>Service Delivery Understands the organisation's objectives and priorities and how work fits into these</p>

	<p>Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes</p> <p>Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well</p> <p>Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate</p> <p>Decision Making</p> <p>Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations</p> <p>Considers a range of possible options before making clear, timely, justifiable decisions</p> <p>Reviews decisions in light of new information and changing circumstances</p> <p>Balance risks, costs and benefits, thinking about the wider impact of decisions</p> <p>Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest</p> <p>Working with Others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues Is approachable, developing positive working relationships</p> <p>Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively</p> <p>Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations</p> <p>Is courteous, polite and considerate, showing empathy and compassion</p> <p>Deals with people as individuals and address their specific needs and concerns</p> <p>Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non-judgemental approach regardless of their background or circumstances</p>
--	--

All individuals of South Wales Police must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	Shortlisting
Qualifications	
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	
Personal Quality – Professionalism	Yes
Personal Quality – Openness to Change	
Personal Quality – Service Delivery	

Personal Quality – Decision Making	Yes
Personal Quality – Working with Others	Yes