

ROLE PROFILE



Role Title:	Administrative Assistant
Grade:	Scale 1 / 3
Responsible to:	Clerical Officer
Responsible for:	No Supervisory Responsibility
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	RV – Recruitment Vetting
Date Published:	3 rd July 2018

Role Purpose	To provide an administrative support service.
Main Responsibilities	<p>Administration</p> <ul style="list-style-type: none"> To carry out general administrative duties which may include:- <ul style="list-style-type: none"> Word processing/keyboarding Formatting documents Co-ordination of office diaries Ordering Mail collection and distribution Filing and storage of information To operate associated machinery/equipment which may include associated information systems and telephones, within specialist units/departments May process financial transactions <p>Advice and Guidance</p> <ul style="list-style-type: none"> Receive and respond to associated enquiries from customers Provide relevant information, on the phone, face-to-face, and/or electronic based on existing departmental procedures Deal with straightforward queries and escalate more difficult or complicated queries Interact with, and pro-actively supply information to external agencies and members of the public <p>Customer Service and Representation</p> <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 Management Of Police Information (MOPI) standards <p>Organisation/Planning</p> <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

	<ul style="list-style-type: none"> • Co-ordinate with other team members • May contribute to local community priorities
	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 • Check stock levels and request supplies • Receive and process various types of transactions
	Record Keeping <ul style="list-style-type: none"> • Regularly create, store, maintain, retrieve and update considerable amounts of records/data both manual and electronic on a local and national systems • Use and understand common systems relevant to area of work to enable manipulation of information and initial investigation of customer queries/problems
	<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"> • Must be computer literate and proficient in Microsoft applications. • Must have a good telephone technique. • Previous administrative experience. Desirable <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. • Previous office experience. • Previous experience of Minute Taking. • Experience of audio typing. • Experience of shorthand transcription.
Knowledge	Essential <ul style="list-style-type: none"> • Must have up to date knowledge of IT packages i.e. Microsoft Word, Excel, Outlook
Personal Qualities	Serving the Public <p>Demonstrates a real belief in public service, focusing on what matters to</p>

the public and will best serve their interests
 Understands the expectations, changing needs and concerns of different communities and strive to address them
 Builds public confidence by talking to 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
 Works in partnership with other agencies to deliver the best possible overall service to the public

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 putting in extra effort when required
 Upholds professional standards, acting honestly and ethically and challenges unprofessional conduct or discriminatory behaviour
 Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required

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

Service Delivery

Understands the organisation's objectives and priorities and how work fits into these
 Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes
 Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well
 Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate

Decision Making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations
 Considers a range of possible options before making clear, timely, justifiable decisions
 Reviews decisions in light of new information and changing circumstances
 Balance risks, costs and benefits, thinking about the wider impact of decisions
 Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest

	<p>Working with Others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues</p> <p>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.

Qualifications	Yes
Skills	Yes
Knowledge	
Personal Quality – Serving the Public	
Personal Quality – Professionalism	Yes
Personal Quality – Openness to Change	Yes
Personal Quality – Service Delivery	Yes
Personal Quality – Decision Making	
Personal Quality – Working with Others	Yes