



## ROLE PROFILE

<b>Role Title:</b>	<b>Business Support Administrator - JPS</b>
<b>Rank/Grade:</b>	<b>(B) Sc3/4 (C) Sc3/4 (H) A3 (non-supervisory)</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Business Support Staff Officer</b>
<b>Main purpose of the role:</b>	To provide an effective and efficient administrative service for Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies' Joint Protective Services. The role will look to include business support administration including WCN / Vacancy / Support and liaison, procurement, finance and back office support to units, fleet and equipment management.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Undertake a range of administrative/clerical processes, some of which may be complex in nature, to support a professional/operational team.</li> <li>Create, improve and maintain accurate and systematic records, input, update and maintain data to ensure records are kept up to date and readily available for communications and reports.</li> <li>Research and compile management information as required. Adjust and organise the timing and priority of work in order to ensure that information is made available in meetings, for working groups etc.</li> <li>Management of stationery requirements including responsibility of ordering, maintaining records and distribution of office stationery, where appropriate, contributing towards the units financial processing.</li> <li>Support HR processes by maintaining/updating the establishment and recruitment database, and monitoring absences. Assist with the preparation of the recruitment process to ensure all vacant posts are filled and to allow Senior Management to plan for future vacancies including liaising with the HR Service Team across the 3 forces. Track starter/leaver process.</li> <li>Support training processes by maintaining/updating databases/spreadsheets/systems and producing training joining instructions when required.</li> <li>Assist with equipment/asset management/fleet management. Liaise with suppliers/estates/transport workshops to report faults and carry out maintenance, servicing and repairs.</li> <li>Update the risk register. Highlight and escalate any issues to the senior management team.</li> <li>Respond to relevant enquiries from customers and members of the public including telephone calls and written forms of communication, both internal and external sources, expeditiously and in a professional manner.</li> </ul>	

<b>Agile Working</b>	To be decided
<b>Psychological Assessment</b>	To be decided
<b>Return on Investment</b>	To be decided
<b>Limited Duties</b>	To be decided

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

<b>Entry Requirements</b>
<ul style="list-style-type: none"> <li>Experience in the use of IT and a good working knowledge of word processing, spreadsheets and databases.</li> <li>Ability to demonstrate a high level of accuracy and attention to detail</li> </ul>



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- Demonstrate the ability to prioritise work effectively
- Able to work on own initiative with minimum supervision
- Able to work as part of a team and build relationships
- Able to remain calm under pressure
- Good standard of written and verbal communication for correspondence and reports, good interpersonal skills with the ability to communicate at all levels face to face and over the telephone clearly and concisely.
- Must have awareness of Data Protection due to dealing with confidential and restricted documents/information

### Any other General Requirements/Scope

- The post holder must be able to travel across Bedfordshire, Cambridgeshire and Hertfordshire. If using a private vehicle then business insurance needs to be organised by the individual.
- On occasion the post holder will be required to work additional hours, however this will be agreed in advance in conjunction with management and the post holder.
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

## Personal Qualities(Behavioural Competencies)

### We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.



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### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.