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Cambridgeshire



ROLE PROFILE

Role Title	Business Support Assistant
Rank/Grade:	A2
Job Family:	Business Support
Reporting to:	Line Manager
Main purpose of the role:	To provide administrative support to enable the efficient provision of service. To contribute to achieving the Force vision, purpose and values.

Key Responsibilities

- Deal with a range of enquiries, some complex, either in written form, personal contact or by telephone.
- Provide information to members of the public.
- Liaise with outside organisations and suppliers both internal and external.
- Compile data, and supply management information.
- Effectively operate computer based systems.
- Provide a broad range of administrative support.

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

Entry Requirements

- Experience in the use of IT and a good working knowledge of word processing, spreadsheets and databases.
- Experience of working in an administrative role.
- Experience of operating a range of office equipment.
- Ability to demonstrate excellent customer service.

Any other General Requirements/Scope

- A context sheet should accompany this role profile.
- Vetting 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.



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Department:	Bedfordshire, Cambridgeshire & Hertfordshire, Scientific Services Imaging Unit
Additional Information:	The Imaging Unit provides Photographic and Audio Visual Support for Bedfordshire, Cambridgeshire and Hertfordshire police Forces and processes work that can be disturbing in nature.

Scope of activity

General Support

To provide support to the Imaging Department (both Photographic and Audio/Video as required) and Forensic Imaging Manager
 Manage telephone, e-mail, and in person enquiries from officers/staff across the Tri-force area
 Produce minutes and action lists arising from team meetings
 Maintain and update Imaging Department documentation.
 Other administrative duties as required

Process Orders

Check stock level of consumables/stationary and raise orders as required
 Raise orders for purchase of technical equipment as requested by Forensic Imaging Manager or Photographic Supervisor

Audio and Video Unit

Update Audio/Video Database

Receive and check Audio/Video evidence into the unit as per submission guidelines and service level agreement in line with ISO17025 accreditation
 Book received submissions into the Audio/Video database
 Maintain the Audio/Video database, chasing officers with regards to jobs currently 'On Hold' and updating the database routinely
 Log collected/despached jobs out of the Audio/Video database
 File and maintain paper records in line with Force guidelines

Secure Audio/Video Postal System

Receive/Despatch completed jobs using the secure postal system
 Update the secure postal tracking system for Audio/Video material

Routine Equipment/Supplies Check

Charge camera/mobile phone batteries ensuring they are ready for use at all times
 Check stock of cables/leads/adaptors and advise Forensic Imaging Manager if further supplies are required

Photographic Unit

Evidential Image Management

To maintain still image library by uploading photographs, adding securities and attaching metadata from evidential tracking system
 Quality checking images and ensuring the images are shared with other units
 Adding new users to the security groups following authorisation from Photographic Supervisor



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CONSTABULARY

Update Evidential Tracking System

To receive photographic imaging evidence into the unit
Process image requests
Updating case records with the work that has been done
Despatching exhibits to customer

Process Image Requests

Burn working CD's through image management system
Send images via image email using management system
Update unit diary with job requests

Maintain Imaging Archive

Accurate filing of master discs.
Manage archive cull in line with Force guidelines

Training Requirements

The post holder will be expected to undertake necessary training/coaching in accordance with the role.

- Evidential Tracking systems
- Exhibit handling
- Image management systems
- Excel

Any other General Requirements/Scope

- Location of post
- The Imaging Unit is regularly audited



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Personal Qualities (Behavioural Competencies)

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, changing needs and concerns of different communities, and strives 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. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own 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.

Professionalism

Acts with integrity, in line with the values and ethical standards 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 honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

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 the light of new information and changing circumstances. Balances 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.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.