

## Context Sheet to accompany generic role profile



<b>Associated role profile:</b>	A2 Business Support Assistant
<b>Department:</b>	Domestic Abuse Referral Team (DART)
<b>Additional Information:</b>	Based in the Domestic Abuse Investigation and Safeguarding Team (DAISU) the DART refer details of domestic abuse incidents to partner agencies, such as Childrens Services.

### Scope of activity

- Referring details of children and parents involved in domestic abuse incidents to Children's Services and others external agencies.
- Data entry including updating Athena Investigations.
- General administrative duties including responding to email and telephone enquiries from internal and external partners with regard to referrals.

**Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. Hertfordshire Constabulary may ask the post holder to undertake other duties as required which are not necessarily specified above but are commensurate with the grade of the post. It may be amended from time to time within the scope and general level of responsibility attached to the role.**

### Training Requirements

The post holder will be expected to attend ad-hoc training sessions to develop their knowledge of Domestic Abuse and Safeguarding related areas.

### Any other General Requirements/Scope

- Based at Hatfield Police Station.
- A good standard of written communication.
- Excellent communication and team working skills.
- Ability to work on own initiative whilst recognising incidents of safeguarding concern that require escalation to a supervisor.