

Context Sheet to accompany generic role profile



Associated role profile:	A3 Business Support Administrator
Department:	Estates and Facilities
Additional Information:	Reception, admin helpdesk

Scope of activity

The Estates & Facilities Department comprises of dedicated police staff within specialist teams who are responsible for the effective management of the estate on behalf of the Chief and Crime Commissioner and Chief Constable.

This role forms part of the E&F team and is based at HQ, Welwyn Garden City but you will be required to travel to various police stations and courts within Beds, Cambs & Herts, using personal or police owned vehicles.

This role provides a variety of admin support to the Estates and Facilities department and wider constabulary, carrying out duties such as meeting and processing visitors and guests, sorting post, helpdesk, general admin such as inputting data such as invoices and purchase orders and vetting.

This role also provides specific admin / finance support to the Business Support Officer (BSO), compiling forecasts on spend and budget position and assisting and supporting the team members to deliver their roles.

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 undertake necessary training/coaching in accordance with the role.

Health and Safety and compliance training relevant to the role in order to keep up to date with relevant legislation.

Any other General Requirements/Scope

None