



ROLE PROFILE

Role Title:	Property Officer
Rank/Grade:	A3 (non supervisory)
Job Family:	Business Support
Reporting to:	Senior Station Reception Officer
Main purpose of the role:	<p>To ensure that all aspects of the property SOP is adhered to in the day to day management of property within Hertfordshire Constabulary.</p> <p>To review and upkeep records in relation to all aspects of the property management system (PMS). To ensure that property items are evenly spread across property storage areas across the County. To recommend any improvements to storage facilities and processes. To work with external partners, police officers and investigators to dispose of property efficiently and effectively. To deliver support and awareness of the property SOP and all elements of PMS. To contribute to achieving the Constabulary vision, purpose and values.</p>

Key Responsibilities	
<ul style="list-style-type: none"> To support all aspects of the property SOP in the day-to-day management of property and signpost to line management aspects of noncompliance that require management intervention Support all staff with the management of relevant aspects of the property management system through supported coaching/training where applicable. Ensure the force property stores are maintained in safe and secure conditions in keeping with H & S standards. Support management with the transfer, storage or destruction of firearms, drugs and other material items (e.g. flammable liquids) in accordance with Force policy, legislation and Health and Safety standards. Respond appropriately to enquiries from members of the public regarding property items where appropriate. Support processes in place for daily collection from local property holding stores to main property stores. Identify any imbalances in volumes of property held across stores. Advise SSROs on best solutions and when authorised, take the required action to achieve those solution. Identify and transfer or arrange for the transfer of items for long term storage to appropriate storage location(s). Prior to operational activity, (likely to involve large amounts of seized property) liaise with the OIC/SIO or evidence gatherer to plan and make any reasonable adjustments necessary for the receipt of property. Deliver the administrative arrangements for knife collections and disposals, in keeping with the property SOP and be available to assist with all hands-on activity. Deliver the administrative arrangements for firearms collections from across the county and deposit firearms for destruction at appropriate location (HQ). Be available to assist with hands-on activity. Assist in the administrative processes for drug(s) destruction in accordance with legislation and force policy. Support projects as requested by line management. Deliver an input to staff training days when required relating to aspects of property management Carry out background investigations regarding complaints/compensation claims - when directed and specifically requested by line managers To advise/write reports with recommendations as requested by line management. To deliver analytical data across all aspects of Hertfordshire PMS as required. To attend Hertfordshire property meetings chaired by the property portfolio lead, if and or when asked to: attendance at meetings may include BCH collaborative property meetings and other collaborative such as ATHENA. Where unclaimed property is signposted for auction houses, ensure the end-to-end process is suitable, effective and efficient and in keeping with the property SOP. To support the publication of entries on Herts Re United ensuring the information communicated is clear and appropriate highlighting and areas of concern to management. On a regular basis monitor compliance by other staff (e.g. SROs): deal with non-compliance appropriately by offering coaching/mentoring or informing line managers. 	

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



ROLE PROFILE

Agile Working	
Psychological Assessment	
Return on Investment	
Limited Duties	

Entry Requirements

- Full, valid UK driving licence
- Accurate keyboard skills
- Able to use computer databases
- Able to undertake administrative tasks
- Ability to deliver input on training days

Any other General Requirements/Scope

- If the post holder uses their own car for work purposes then business insurance needs to be organised by the individual.
- The post holder will be required to work in different locations across the county.
- The post holder might occasionally be required to work additional hours.
- 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.



ROLE PROFILE

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.

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.