



## ROLE PROFILE

<b>Role Title:</b>	<b>Business Support Administrator</b>
<b>Rank/Grade:</b>	<b>A3 (non supervisory)</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Line Manager</b>
<b>Main purpose of the role:</b>	Assist in the smooth running of the department by performing a range of administrative duties, including those of a complex nature. To provide administrative support to enable the efficient provision of service. To contribute to achieving the Force vision, purpose and values.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Undertake a range of administrative duties, some of which may be complex in nature, to support a professional/operational team.</li> <li>Respond to complex enquiries from internal/external customers and members of the public. Offer advice and assistance in relation to all related matters.</li> <li>Research, compile and present information as required.</li> <li>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>Manage a small budget within organisational guidelines.</li> </ul>	

<b>Accountability (if applicable)</b>	
<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>May be responsible for monitoring small budget</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>Experience of working in an administrative role.</li> <li>Experience of operating a range of office equipment.</li> <li>Ability to demonstrate excellent customer service.</li> </ul>

<b>Any other General Requirements/Scope</b>
<ul style="list-style-type: none"> <li>A context sheet should accompany this role profile.</li> <li>The post holder may on occasion be required to work in different locations, e.g. attending meetings.</li> <li>The post holder must have the ability to travel and if using their own vehicle then business insurance will need to be organised by the individual.</li> <li>For some departments, the BSA role may be required to work shifts. This will be clearly stated in the context sheet.</li> <li>The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management &amp; the post holder.</li> <li>Vetting required, as advised by the vetting unit.</li> <li>The post holder will be expected to undertake training as and when required.</li> <li>The post holder will be expected to comply with health and safety requirements.</li> </ul> <p><b>Obligatory Requirements</b></p> <ul style="list-style-type: none"> <li>There is a requirement for the role holder to meet the probationary objectives set.</li> <li>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</li> </ul>



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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.