



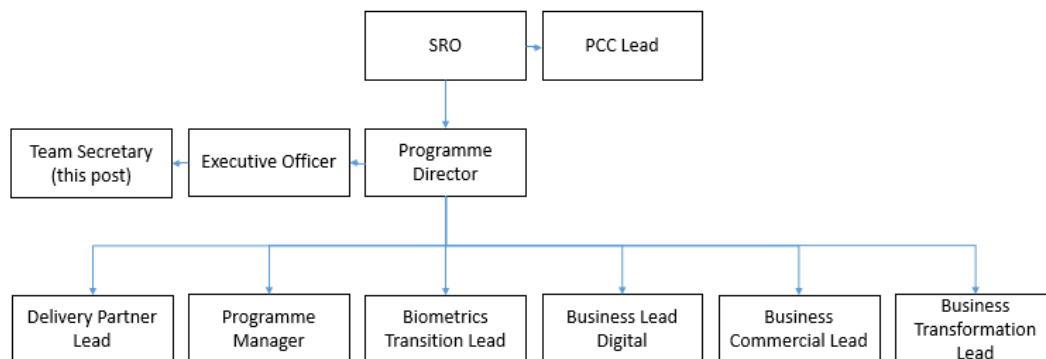
## Job Description

<b>Date:-</b>	May 2022
<b>Job Title:-</b>	<b>Team Secretary</b>
<b>Post Number:-</b>	ID2531
<b>Division/Department/Section:-</b>	Forensic Capability Network (FCN)
<b>Line Manager:-</b>	Executive Support Officer

### 1. PURPOSE

To work as a team member providing administrative support to the Forensic Capability Network (FCN) Programme, the post holder will report to the Executive Officer and work closely with Senior Management Team to assist the Forensic Capability Network National Programme. To ensure that all aspects of general clerical and administrative support to the programme team are effectively carried out. Specific areas of service including filing, record keeping, minute taking and liaison with external Forces.

### 2. POSITION IN THE ORGANISATION



### People who work directly for this post

N/A

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
The provision of administrative support to the Senior Management Team to include research, collation and preparation of agendas/papers in respect of the FCN programme, and general administrative functions.	To ensure that all clerical and administrative tasks within the programme are completed smoothly and efficiently, thus maximising the potential of staff to whom responsible.
Manage and review all Senior Management Team's incoming/outgoing reports, correspondence, compile draft responses where appropriate and ensure where necessary, key issues are actioned, researched and highlighted to the Senior Management Team or it is routed through to another relevant person/Department.	To ensure the efficient flow of information to and from the Senior Management Team, identifying and prioritising the more urgent matters to action appropriate issues and enable others to be actioned and/or responses sent in a timely manner.
Proactively follow up actions, tasking, allocating and 'chasing-up' as appropriate and then prepare briefing documents and standard papers to ensure that the Senior Management Team is fully conversant with relevant issues ahead of events and meetings and opportunities.	To ensure the Senior Management Team is fully briefed and able to manage meetings effectively and professionally in line with planned outcomes. Ensure that the on-site arrangements and logistics are well run in order to maximise the effectiveness of the meeting opportunity.
Manage incoming/outgoing phone calls and enquiries, scrutinising these on behalf of Senior Management Team. Making assessments on the most appropriate manner in dealing with callers and ensuring that only relevant issues are put forward to the Senior Management Team.	Courteous and efficient initial contact ensuring an immediate assessment of the more pressing issues.
To undertake duties/tasks of a general nature on behalf of the Senior Management Team where directed, by phone, correspondence or direct contact.	To enable the Senior Management Team to address matters in fully informed manner.
To act, where appropriate, as a point of contact in respect of enquiries from outside forces via telephone or email on behalf of the Senior Management Team. To establish and maintain links both internally and externally as appropriate.	To maintain and establish effective lines of communication to and from the Senior Management Team. To establish and maintain appropriate working partnerships designed to enhance the efficiency and effectiveness of the programme going forward.
To provide advice and guidance by phone or in person, of a general or specific nature in relation to the FCN	To enable the FCN staff to address matters in fully informed manner.

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
Manage and control the Senior Management Teams' diaries, proactively follow up actions and prepare briefing documents ensuring that the programme team is fully conversant with relevant issues.	To ensure the Senior Management Teams' time is used to best effect and the working day runs as smoothly as possible.
Attend key relevant meetings/conferences to ensure an effective support service is provided. Undertake shorthand, audio and copy typing, and minute taking duties as required.	Accuracy and professionalism of written material and correspondence, with necessary attention to detail given.
Travel arrangements for the Senior Management Team both in and out of county, including hotel bookings.	The Senior Management Team reaches their destination on time and in the most cost effective and convenient manner.
Arrange meetings or conferences for the FCN as required, and undertake associated administrative tasks including providing supporting papers and preparing relevant files.	The FCN Team attend relevant meetings and conferences and has everything necessary for each meeting they attend.
Provide appropriate cover for other administrative personnel in their absence.	To ensure continuity of professional support and efficient administrative services to the FCN team.
Set up and manage effective electronic and paper based filing systems, including handling confidential information in relation to FCN.	To ensure all information including confidential information is stored in an appropriate manner.
Support wider office function at key events throughout the year.	To ensure continuity of professional support and efficient administrative services to the Senior Management Team.
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.

<b>4. CONTACTS</b>	
<b>1.</b>	Senior Management Team
<b>2.</b>	Project Support Team
<b>3.</b>	External Forces / Agencies
<b>4.</b>	Home Office departments
<b>5.</b>	Other National organisations
<b>5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION</b>	
<p>The post holder must hold a full Driving License and be prepared to use own vehicle for work purposes as there is likely to be a requirement for frequent travel.</p> <p>The Force Values together with the Police Staff Standards of Professional behaviour are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.</p>	
<b>6. HEALTH &amp; SAFETY TRAINING</b>	
<p>VDU assessment.</p> <p>Your Line Manager has the responsibility to refer to the risk assessment appropriate to your role. To identify any additional health and safety training required. For example, Manual Handling training, VDU assessment, Control of Substances Hazardous to Health, etc.</p>	
<b>7. HEALTH MONITORING</b>	
Not applicable.	
<b>8. VETTING</b>	
MV vetting clearance required.	

## 9. TERMS OF APPOINTMENT

The salary will be within Grade E commencing at £23,817 per annum and rising by yearly increments to £27,774 per annum.

The current office hours are 8.40 am to 5.00 pm Monday to Thursday and 8.40 am to 3.40 pm Friday, with 40 minutes for lunch daily. However, the Flexible Working Hours policy (Flexi-time) is in operation within your department and should be referred to for further information regarding flexibility to the above times.

This post is national.

## 10. TERMS OF APPOINTMENT

### Essential Criteria

Criteria to be measured	Competencies Required
<b>Criteria A</b>	Demonstrate experience of prioritising workloads whilst adhering to strict deadlines.
<b>Criteria B</b>	Ability to work as part of a team and to have a flexible approach to work.
<b>Criteria C</b>	Ability to use your initiative and be able to communicate effectively to resolve minor problems face to face, over the telephone and in writing.
<b>Criteria D</b>	Ability to set up and manage effective electronic and paper based filing systems.
<b>Criteria E</b>	Sound working knowledge of Microsoft Office, including Outlook, Excel and Word.
<b>Criteria F</b>	Demonstrate previous experience of handling highly confidential information/documents.
<b>Criteria G</b>	Ability to take personal responsibility for making things happen and achieving results, whilst displaying motivation, commitment, perseverance, conscientiousness and a high degree of integrity.
<b>Criteria H</b>	Hold an NVQ Level II or equivalent and/or previous experience in administration