



# Staffordshire Police - Role Profile

## MOCD Typist

<b>Grade/Rank:</b>	Grade D
<b>Directorate:</b>	Investigative Services
<b>Reports to:</b>	Indexing Supervisor
<b>Direct Reports:</b>	N/A

### Role Purpose

This post exists as part of Staffordshire Police Major and Organised Crime Department. The Major and Organised Crime Department has responsibility for conducting Reactive and Proactive investigations, the nature of which are sensitive and complex often containing elements that are traumatic and graphic in detail.

To support and manage investigations, the Home Office Large Major Enquiry System (HOLMES) is utilised along with other Force applications.

In order to effectively support investigations, the post holder may be required to work outside of normal working hours and at weekends. The role is based at Police Headquarters, however, the post holder must be prepared to work at different locations both within and outside of the Force area.

### Key Tasks and Responsibilities:

The Typist should possess the skills and competencies to be able to use HOLMES, other Force systems, Microsoft and Adobe products in order to:

- Research information; identify priorities
- Copy and audio type material both hand written and digital, in various formats to a high standard
- Proof read material to ensure complete accuracy
- Minute take at briefings and meetings providing an accurate summary of matters discussed
- Maintain record management systems both manually and electronically in line with Force Policy
- Be responsible for Archiving and disposing of concluded material in line with Department, Force and national MOPI (Management of Police Information) Policy
- Complete office based tasks, such as filing, photocopying and scanning
- Assist in the training of new operatives, (when suitability qualified and experienced) by way of acting as a mentor



## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

### Resolute, compassionate and committed

We are emotionally aware	1a	Valuing Diversity	1a
		Managing Sensitivities/Political Savvy	1a
We take ownership	1b	Customer Service	1b
		Maintaining Accuracy/Sustainable Working	1b

### Inclusive, enabling and visionary leadership

We are collaborative	1a	Partner Working	1a
		Managing Complexity/Strategic Planning	1a
We deliver, support and inspire	1b	(self) Leadership	1b
		Supporting Colleagues/Coaching & Mentoring	1a

### Intelligent, creative and informed policing

We analyse critically	1a	Problem Solving	1a
		Situational Judgement	1a
We are innovative and open-minded	1b	Continuous Improvement	1a
		Futurology	1b

## Education, Qualifications and Experience

### Essential:

- Effective audio and copy typing skills, having a minimum standard of 35wpm (test to be taken).
- Ability to prioritise and meet deadlines showing a flexible working approach.
- Demonstrate a high level of accuracy and attention to detail when preparing documentation or digital material.
- Experience in service delivery demonstrating the ability to communicate clearly, concisely and effectively with a wide range of individuals and agencies, including members of the public.
- Experience of working as part of a team and can demonstrate the ability to build effective working relationships with members of own and other teams.
- Experience of effective minute taking, showing the ability to

### Desirable:

- Experience in the use of windows based applications (i.e. Microsoft Office) and Adobe utilising excellent keyboard skills.
- Experience of effective record management.
- Understanding of Data Protection Act and MOPI (Management of Police Information).



obtain relevant information and summarise whilst ensuring all essential points are recorded.	
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Skills Matrix (See Skills Matrix)				
Essential:	Desirable			
•	•			
Leadership Passport Level	Practitioners & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	1	2	3	4

\* Indicates that training will be provided as part of the role in this skill

CPD Requirements
Must pass competency test prior to interview.
Satisfactory performance in first 6 months of employment will confirm substantive status.
Ongoing personal CPD.

Professional Registration/Licences
None

Special Conditions					
Own car for business use	Yes				
Higher level vetting required	Yes				
Requirement to wear Uniform	No				
Requirement for post entry training	Yes				
Fixed Hours	No				
Weekend working expected	Yes – on ad hoc basis when required				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	1 week	28 Days	<b>1 month</b>	3 months	



As part of the limited duties profiling, this role has been identified that the role holder must be able to fulfil the following core capabilities. To meet the Equality Act (2010) reasonable adjustments will be made wherever practicable.

Limited Duties			
Sit for reasonable periods(consider impact of driving) a1	Yes	Evaluate information (d1)	Yes
To write(a2)	Yes	Record details (d2)	Yes
Read(a3)	Yes	Exercise reasonable physical force in restraint & retention in custody (e1)	No
Use the telephone(a4)	Yes	Understand information (f1)	Yes
Use(or learn to use IT)(a5)	Yes	Retain information(f2)	Yes
Run reasonable distances (b1)	No	Explain facts & procedures (f3)	Yes
Walk reasonable distances (b2)	No	Work the full range of shifts	No
Stand for reasonable time (b3)	No	Shift - Earlies (g1)	Yes
Make decisions (c1)	Yes	Shift - Lates (g2)	Yes
Report situations to others (c2)	Yes	Shift - Nights(g3)	No

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
1	2	1	2	3	4