**Staffordshire Police - Role Profile**

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| **Justice Services Support Unit Evidential Text Processor** |

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| **Grade/Rank:** | D |
| **Directorate:** | Operational Support |
| **Reports to:** | Justice Services Supervisor |
| **Direct Reports:** | NA |
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| **Role Purpose** |
| The Justice Services Support Unit (JSSU) Evidential Text Processor/Typist role is based within the JSSU located at Staffordshire Police HQ, Weston Road Stafford.The JSSU forms an integral part of the Force’s Justice Services area of business, its purpose is to communicate, update, maintain and correct information across a wide range of IT systems. The department deals with the receipt, evaluation and dissemination of data from a range of sources, including partner agencies.The post holder will be called upon to undertake a number of administrative duties relating to the efficient and effective preparation of prosecution files for cases that will be held at either Magistrate’s or Crown Court. |

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| **Key Tasks and Responsibilities:** |
| * Undertake word processing in connection with prosecution files, witness statements and reports as required.
* Prepare full transcripts from audio or video sources of significant witnesses and offenders in accordance with the Prosecution Team Manual of Guidance.
* Provide Records of Taped Interviews (ROTIs/taped summaries)
* Use of a QWERTY keyboard or voice recognition software to process statements of evidence and prepare summaries of interviews, all of which form part of prosecution files and ensure compliance with legal and Force policy guidelines in respect of interview transcripts.
* The post holder will also be responsible for the secure storage, retention and retrieval of all audio and visual media, i.e. tapes, DVDs etc.
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| **And to be accountable for:** (ie responsibilities held by others but measured and owned by this role) |

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| **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 |  | Valuing Diversity | 1a |
| Managing Sensitivities/Political Savvy | 1a |
| We take ownership |  | Customer Service | 1a |
| Maintaining Accuracy/Sustainable Working | 1b |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative |  | Partner Working | 1a |
| Managing Complexity/Strategic Planning | 1a |
| We deliver, support and inspire |  | (self) Leadership | 1a |
| Supporting Colleagues/Coaching & Mentoring | 1a |
| **Intelligent, creative and informed policing** |
| We analyse critically |  | Problem Solving | 1a |
| Situational Judgement | 1a |
| We are innovative and open-minded |  | Continuous Improvement | 1a |
| Futurology | 1a |

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| **Education, Qualifications and Experience** |
| **Essential:** | **Desirable:** |
| * Previous experience of working in an administrative role with the ability to prioritise own workload and time; working methodically and accurately with minimal supervision
 | * Demonstrable experience and regular use of the Microsoft Windows family of operating systems, and, be prepared to learn new computer packages/force networked systems
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| **Technical/Operational Skills Matrix (See Skills Matrix)** |
| **Essential:** | **Desirable** |
| * RSA level II or equivalent typing/keyboard skills
* Accurate typing speed of more than 35 WPM
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| **Leadership Passport Level** | Practitioners & Team Leaders | 1st Line Mngrs | 2nd Line Mngrs | Senior Mngrs |
| 1 | 2 | 3 | 4 |

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

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| **CPD Requirements**  |
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| **Professional Registration/Licences**  |
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| **Special Conditions** |
| Own car for business use | No |
| Higher level vetting required | No |
| Requirement to wear Uniform | No |
| Requirement for post entry training | No |
| Fixed Hours | No |
| Weekend working expected | No |
| 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 | 1 month | 3 months |  |

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| **Agile Profile (See Agile Matrix)** |
| Base | Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 1 | 1 | 4 | 1 | 2 | 5 | 3 |