**Staffordshire Police - Role Profile**

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| **MOCD Typist** |

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| **Grade/Rank:** | Grade D |
| **Directorate:** | Investigative Services |
| **Reports to:** | Indexing Supervisor |
| **Direct Reports:** | N/A |

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| **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. |

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| **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
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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 | 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 |

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| **Education, Qualifications and Experience** |
| **Essential:** | **Desirable:** |
| * 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 obtain relevant information and summarise whilst ensuring all essential points are recorded.
 | * 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).
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| **Skills Matrix (See Skills Matrix)** |
| **Essential:** | **Desirable** |
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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**  |
| Must pass competency test prior to interview. Satisfactory performance in first 6 months of employment will confirm substantive status.Ongoing personal CPD. |

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| **Professional Registration/Licences**  |
| None |

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| **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 | **1 month** | 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.

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| **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 |

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