Staffordshire Police - Role Profile

Justice Services Support Unit Evidential Text Processor

Grade/Rank:	D
Directorate:	Operational Support
Reports to:	Justice Services Supervisor
Direct Reports:	NA

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.

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.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

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

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

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	•			
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

CPD Requirements

Professional Registration/Licences
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Special Conditions

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	

Agile Profile (See Agile Matrix)

Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
1	1	4	1	2	5	3