

## **AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER**

### **Role Profile**

<b>ROLE OVERVIEW:</b>	To provide support for a range of administrative and office activities.
<b>JOB TITLE:</b>	Administration Officer
<b>REPORTS TO:</b>	Office and HR Manager
<b>LOCATION:</b>	Office of the Police & Crime Commissioner (OPCC)
<b>SALARY:</b>	£21,135.00 - £23,406.00 depending on experience.
<b>SCALE:</b>	Scale 4 Spinal points 14 - 17
<b>TERM:</b>	Permanent, part-time, 3 days per week

### **PURPOSE FOR THE ROLE:**

To provide a confidential, comprehensive and proactive administrative and office support service to the Office of the Police & Crime Commissioner.

### **MAIN RESPONSIBILITIES:**

#### **Administration**

- Provide office support services to ensure efficiency and effectiveness within the Office of Police & Crime Commissioner;
- Provide administrative support across a range of activities within the OPCC office as directed by the Office & HR manager;
- Receive, sort and distribute the all PCC incoming mail correspondence on working days;
- Schedule annual/monthly meetings (Police & Crime Board/JAC/Team meetings etc);
- To take notes / minutes at meetings and maintain effective records of decisions made and actions required;
- Preparation of papers & applications for CCAF, Community safety grant bids, despatch hard copy consultation, data input for consultations and surveys;
- Assist with venue and event logistics for public events and conferences as directed;
- Administration support to the Custody Visiting Scheme as directed by the Volunteer Manager – general scheme correspondence, distribution of monthly newsletters, arrange rooms for panel meetings and interviews;
- Administration support to the Police and Crime Panel as directed by the CEO;
- Manage the stationery order and office supplies requirements for the OPCC team;
- Photocopy and print out documents on behalf of other colleagues;



- Receive, direct and relay calls/messages from the external telephone line to the appropriate office team members.

### **Support to the Commissioning Team**

- Arrange a range of meetings across the Commissioning team as directed;
- Book and arrange travel and attendance for the Commissioning team at national meetings;
- Assist with venue and event logistics for Commissioning team meetings. Greet and assist visitors to the office;

### **Finance support**

- To support the financial transparency function of the OPCC.
- Process expenses and invoices for volunteers, independent members and legally qualified chairs.

### **Other**

- To undertake any other work as directed by the Office and HR Manager, commensurate with the scale of the post;
- Support the stakeholder database management process;
- Support the delivery of sustainability, diversity and protect security and confidentiality in line with organisational requirements in a business environment.

### **PERSON SPECIFICATION:**

The OPCC is looking for a person who can evidence that they have the following competencies:

	<b>Competency</b>	<b>Essential or Desirable</b>
1	Educated to NVQ 2 level or higher in a relevant subject or equivalent level of qualification or significant equivalent previous proven administration experience.	Essential
2	Successful experience and/or knowledge within a local authority, policing or relevant public or voluntary sector organisation.	Desirable
3	Knowledge of office management systems and procedures.	Essential
4	Experience of providing support for meetings and events.	Essential
5	Ability to plan your own work, use your initiative and meet deadlines.	Essential
6	Excellent written and verbal communication skills.	Essential



7	Ability to manage pressure and conflicting demands, and prioritise tasks and workload	Essential
8	Strong detail orientated, organisational and planning skills.	Essential
9	Strong ICT skills and competent to use a range of IT packages including MS Word, Outlook, and Excel and database management.	Essential
10	Ability to work well in a team.	Essential
11	Ability to work with a wide range of stakeholders	Essential
12	Understanding of confidentiality and information governance	Essential

## Staff Code of Conduct

You will comply with the Staff Code of Conduct as varied from time to time, it is expected that the OPCC as a public authority supports the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

### Our mission:

- We improve
- We listed
- We innovate
- We lead
- We challenge

### Our vision:

Excellent victim support, better policing and fairer criminal justice services for all.

### Our values:

**Openness** – We will always be transparent and open about the work we do, our services and how we support our communities.

**Partnership** – We will work with the police and key partners to provide better services to local people.

**Compassion** – We will continue to take a compassionate approach to commission the most effective support services for victims and survivors.

**Courage** – We are the voice of local people in policing and we will always share concerns, issues and feedback to the police and partners.

### The Principles of Standards in Public Life are:

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.



**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

### **Political restriction**

Please note this is a “politically restricted post” in accordance with Local Government & Housing Act 1989.