



Role Profile

Role Profile Part 1			
Role title	Volunteer Roads Policing Unit Administrative Assistant	Grade	Volunteer
Dept/Area	LJOU RPU	Vetting Level	NPPV level 3
Responsible to	RPU Sergeant	Staff line managed	None
Reviewed by (Line Manager)	Belinda Kinsley	Date	02/08/2018
Purpose of Job	To provide administrative support to the Roads Policing Unit		
Key Accountabilities	1. To attend public engagement events, assist in setting up events and communicate with the public relating to road safety themes 2. Assist with logistical tasks, movement of vehicles and maintenance of equipment assigned to the Road Safety Unit 3. Liaising with internal & external partners and contacting event venues for future engagement opportunities 4. Use the Record Management System (RMS) to update tasks accordingly. 5. To make contact with minor collision incident victims. 6. Request and collect CCTV for road traffic incidents. 7. Make telephone enquiries in regards to road traffic incidents. 8. To undertake clerical and administrative tasks. 9. To maintain the appropriate levels of stationery. 10. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.		
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. To complete a Records Management System training course. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full driver's licence and be prepared to take and pass a Force driving course if required. All volunteers must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.		



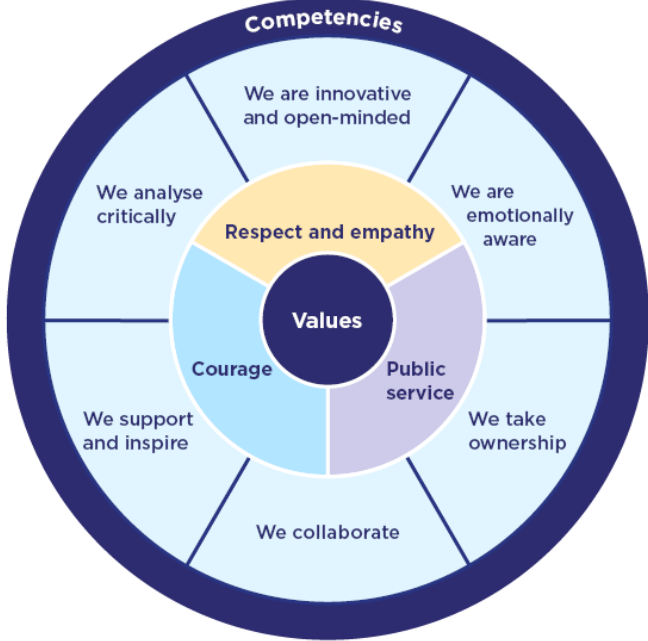
Role Profile

Role Profile Part 2			
Education/Qualifications	Essential: To have a full driving license Desirable: N/S		
Experience and Skills	Essential: N/S Desirable: N/S		
Approved by People Services	#	Date	#



Role Profile

Role Profile Part 3 (2024)

Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.			
	We are Emotionally Aware	Level 1		
	We are collaborative	Level 1		
Underpinning Values	Courage			
	Respect and Empathy			
	Public Service			
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required			
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.			