

ROLE PROFILE	Role Title	CRIME & ARCHIVE SUPPORT CLERK	Dept /LPA	CRIMINAL JUSTICE UNIT
Part1		VETTING LEVEL		STAFF
Grade/Rank	Scale 3			
Responsible To	CJ Manager			
Staff Line Managed	None			
Reviewed by (Manager)	David Pollard		Date	2019
Purpose of Job	To receive information by a variety of means and convert it into various computer applications and indexes for centralised file finalisation and tape management, and to comply with requests from partner agencies to ensure service level agreements are met.			
Key Accountabilities	<ol style="list-style-type: none"> 1. To receive information from hand written or other source documents and input correctly onto computerised databases, ensuring that information is accessible, accurate and up to date. 2. To complete all relevant admin on all hard copy dealt with files, suspect interview tapes and discs and media items to include but not restricted to CCTV, ABE and VWI interviews, BWV in readiness for archiving onto Transearch. 3. To comply with the Management of Police Information (MOPI) Codes of Practice when retaining and disposing of case files, suspect interviews or media information 4. As designated system operatives, to create and maintain all relevant records in relation to 'Case' entries in accordance with the RMS and Transearch convention, ensuring that the RMS and Transearch databases are effectively maintained in respect of accuracy and quality of data and compliance with the business rules associated with all record. 5. To create Voluntary Attendance Records and Case Files for police officers and police staff investigators within RMS. 6. To work closely with our partner agencies and officers in processing Criminal Injury Compensation Authority (CICA) applications, Criminal Cases Review Commission (CCRC) requests for the preservation and production of case files and related evidence following appeal by the defendant, in processing Forfeiture and Destruction Orders received from the Ministry of Justice and reviewing and completing Pedlar Certificate applications. 7. To answer the telephone, taking messages as necessary, answering general enquires and directing more complex enquires on to appropriate staff to deal with. 8. To maintain as necessary, hard copy filing systems within the Department, ensuring that original copies of relevant case papers are available when required and to maintain within the RMS and Transearch ancillary indexing systems for audio and video tapes. 9. To undertake all the necessary file finalisation work on case files after the completion of all court hearings and to ensure each appropriate case-file management system is updated in an accurate, complete and timely manner. 10. To complete all mandatory e-learning and training packages and to ensure that all guidance/policy/procedure relating to the functions is complied with and is relevant, accurate and current, as directed by the line manager. 11. To be aware and fully compliant of Force Policies on Equal Opportunities, Health and Safety, Diversity and Data Protection and comply with the legislation and the standards of "good practice". 12. To give regular and effective service. 			

Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire 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 Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.

May be asked to carry out fire warden duties to meet required standards if required.

This role has been identified as requiring mandatory Psychological Screening, please refer to the [Psychological screening Support for staff working in high risk roles](#) page

ROLE PROFILE Part2
CVF Recruitment
Competencies

[We are Emotionally Aware](#) Level 1

[We Take Ownership](#) Level 1

[We Analyse Critically](#) Level 1

[Transparency](#)

**Education/
Qualifications**

Essential: Educated to [Educated to QCF Level 2](#) in English OR work experience deemed to have brought the postholder to a comparable level.

Desirable: RSA I or equivalent qualification in typing and keyboard skills.

Experience and Skills

Essential: Experience in a busy office environment involving data entry tasks. Experience in handling information, both manual and computerised.

Desirable: Knowledge of the police organisation.

Approved by HR

Tam Pardoe

Date

January 2011

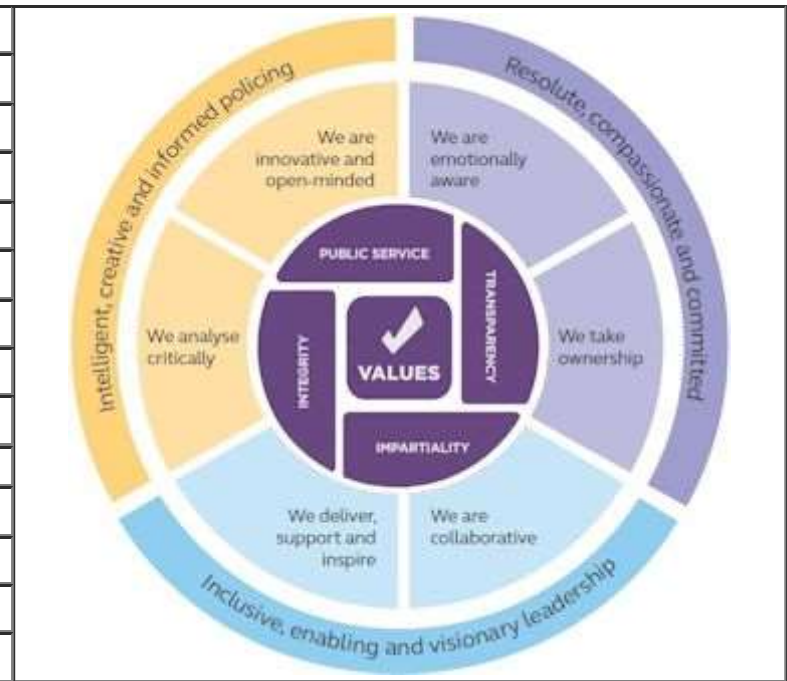
ROLE PROFILE Part3
CPD

Competencies

All roles are expected to know, understand and act within the ethics and values of the Police Service.

Underpinning Values

Resolute, compassionate and committed	
We are Emotionally Aware	Level 1
We Take Ownership	Level 1
Inclusive, enabling and visionary leadership	
We are collaborative	Level 1
We Deliver, Support and Inspire	Level 1
Intelligent, creative and informed policing	
We Analyse Critically	Level 1
We are Innovative and Open Minded	Level 1
Impartiality	
Integrity	
Public Service	
Transparency	



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

Career Pathways