

ROLE PROFILE Part1	Role Title	RESOURCE CO-ORDINATOR ASSISTANT			Dept /LPA	RMT
			VETTING LEVEL			
Grade/Rank	Scale 3					
Responsible To	Resource Manager					
Staff Line Managed	none					
Reviewed by (Manager)	Michelle Edney				Date	28/02/2017
Purpose of Job	To provide assistance & support to RMT coordinators & operating the force sickness line.					
Key Accountabilities	1. To maintain computerised records ensuring data is accurate, up to date and accessible. 2. Have the ability to identify and problem solve the best option when resolving the resourcing issue. 3. To remain objective and professional at all times when communicating at all levels across the organisation both verbally and in writing. 4. The post holder must be capable of working without direct supervision and capable of managing sensitive and confidential information appropriately. 5. The post holder will address time bank issues, for both police staff and police officers in line with standard operating procedures and force policy. 6. To be aware of force policies on equal opportunities, health and safety and data protection and comply with the legislation and the standards of good practice. 7. To give regular and effective service in line with the force purpose and six areas of focus. 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. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.					
ROLE PROFILE Part2	We are Emotionally Aware Level 1 We Take Ownership Level 1 We Deliver, Support and Inspire Level 1 Transparency					
CVF Recruitment Competencies						
Education/Qualifications	Essential: Educated to Educated to QCF Level 2 (3 passes to include Maths and English) OR work experience deemed to have brought the postholder to a comparable level. Formal keyboard qualification to RSA II level or relevant work experience.					

	Desirable: RSA III Typing or a recognised keyboard qualification	
Experience and Skills	Essential: Experience of working in a busy office environment, performing a range of clerical tasks. Frequent people contact, particularly on the telephone, including sensitive matters.	
	Desirable: Have a good working knowledge of using IT systems and familiarity with excel and word.	
Approved by HR	Jayne Beddall	Date 16th March 2017