ROLE PROFILE Part1	Role Title	DRIVER AWARENESS TEAM ADMINISTRATOR	Dept /LPA	JOU RPU
		VETTING LEVEL		

Grade/Rank	Scale 4
Responsible To	DAT Senior Trainer
Staff Line Managed	None

Reviewed by (Manager)	Bob Nicholas 14248	**Date**	15/03/16

Purpose of Job	To perform a range of administrative, clerical and financial tasks in support of designated training activities, consistent with Department and Force requirements.
Key Accountabilities	1. Act as a point of contact for matters relative to the administration of the designated training administration activity. 2. Maintain accurate records of applications and allocations for training courses, ensuring information is current and accurate and changes are reflected in appropriate documentation/recording system. 3. To effectively administer a variety of filing and record keeping systems, both manual and computerised to comply with Freedom of Information Act and Force Procedure. 4. Assist with the creation, monitoring and maintenance of learning/training management systems and action access requests and general queries from users. 5. Interrogate records and produce management information reports from training data as required. 6. Complete information to support training purchases in line with the defined policy and confirm validity of invoices for payment as appropriate. 7. Escalate IT problems with learning/training management systems as required. 8. Represent the training unit at meetings as required. 9. Maintain stationery supplies and order as necessary. 10. Maintain mailboxes within area of responsibility by responding to all correspondence received in a timely manner. 11. To give regular and effective service. 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 & IOW 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. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. May be called on 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 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We Deliver, Support and Inspire Level 1 Transparency

Education/ Qualifications	**Essential:** Educated to QCF Level 2 (3-5 passes) OR significant work experience deemed to have brought the postholder to a comparable level. **Desirable:** A qualification on a Computer related subject or further educational or vocational qualifications appropriate to the post
Experience and Skills	**Essential:** Experience in an office environment where the post holder has demonstrated his/her organisational skills and ability to meet deadlines. Must be a competent keyboard user including word documents and spreadsheets and confident in the use of laptops and dealing with minor software errors. **Desirable:** Experience/interest in IT and/or road safety Knowledge of police organisation / structure Knowledge of Police organisation and structure. Knowledge of the Criminal Justice system