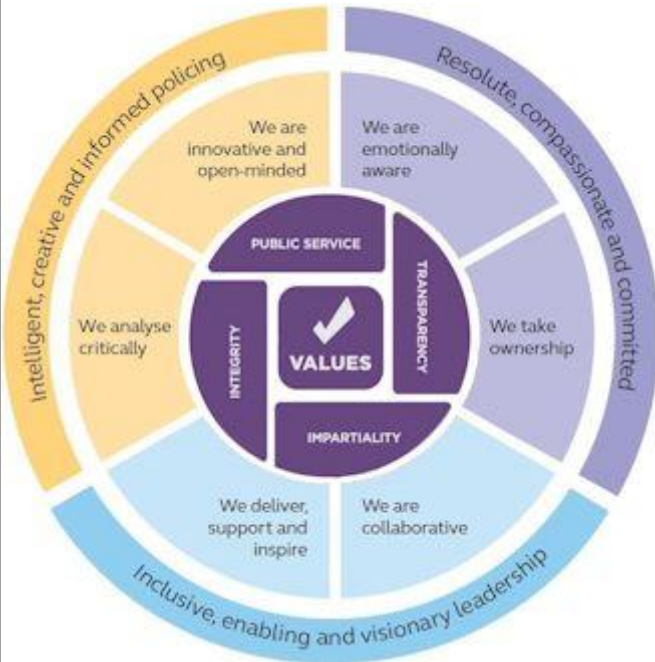


ROLE PROFILE Part1	Role Title	RPU VEHICLE RECOVERY SCHEME ADMINISTRATOR			Dept /LPA	RPU
			VETTING LEVEL			
Grade/Rank	Scale 5					
Responsible To	Vehicle Recovery Scheme Manager					
Staff Line Managed	None					
Reviewed by (Manager)	J Martin 12707				Date	26th July 2017
Purpose of Job	To provide a range of administrative support to the Contract Vehicle Recovery Scheme Management.					
Key Accountabilities	1. Maintain the records pertaining to the recovery, release and disposal of every vehicle that is brought within the police recovery scheme 2. To act as the first point of contact for police personnel at all levels, members of the public and contracted operators, to provide specialist advice and information in accordance with the established law, the standard contract and force policies and procedures. 3. To liaise with other specialist departments and other police forces to ensure that correct examination and release procedures are complied with relating to vehicles which are seized/recovered. Ensure that vehicles can be kept in, or moved to, appropriate storage facilities or released expeditiously 4. To regularly evaluate the recovery scheme records and establish contact with seizing officers, or their supervisors; to ensure that they deal with vehicles in accordance with established procedures and policy; that they arrange for the release and disposal of vehicles when no longer required and that requests for movement of vehicles into longer term storage comply with legal and procedural requirements. 5. Provide administrative support for the Recovery Scheme including: Producing and populating Excel spreadsheet records and operating the force ELVIS software for every recovered vehicle; to receive and process requests to dispose of vehicles and to maintain ELVIS records relating to the disposal of all vehicles. 6. Provide statistical information for the Scheme Manager as requested 7. Administer meetings with contractors and represent the Scheme at meetings and take notes as necessary 8. Administer the disposal of vehicles through the Force salvage contract. 9. Provide IT and general administrative support, i.e. filing, photocopying, laminating, dealing with outgoing / incoming post etc. Monitor and maintain stationery supplies and consumables re-ordering as necessary 10. Accurately maintain, update and check on an annual basis, an inventory of scheme items 11. Support the Scheme Manager in the work concerned with the management of recovered vehicles, their retention, movement, release and disposal					

	12. To be aware of Health and Safety, Data Protection and Freedom of Information Policies and comply with the legislation and standards of 'good practice' 13. To give regular and effective service. Finance: 1. Ensure that invoices are checked, verified for compliance with the established standard contract and authorised for payment where appropriate. 2. Ensure that statutory fees that are payable to the Chief Constable are correctly applied and accounted for to the Force by contractors 3. Check that invoices are correctly compiled in accordance with current VAT rules, authorised for payment if appropriate and that copies of VAT invoices are correctly electronically filed. 4. Ensure that the proceeds of disposal are correctly accounted for in the ELVIS system, processing the proceeds through spreadsheets and dealing correctly with payments to recovery garages, processed receipts and payments through the ELVIS system. 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. Carry out fire warden duties to meet required standards if required.
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Analyse Critically Level 1 Impartiality Integrity Transparency
Education/Qualifications	Essential: Educated to QCF Level 2 to include English and Maths OR work experience deemed to have brought the postholder to a comparable level. Desirable: QCF Level 3 in a business related subject or equivalent qualification.
Experience and Skills	Essential: At least two years' experience gained in a busy environment, covering a range of administrative duties. Desirable: Knowledge of police organisation. Knowledge of Criminal Justice System and Roads Policing legislation. Knowledge of a recovery scheme or recovery trade

	Knowledge of other computer systems with a willingness to learn and operate the force ELVIS database system.		
Approved by HR	Kerrie Steele	Date19.12.2008	
ROLE PROFILE Part3 CPD			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	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			

