

ROLE PROFILE Part1	Role Title	SERIOUS COLLISION INVESTIGATION UNIT ADMINISTRATION OFFICER			Dept /LPA	JOU
			VETTING LEVEL	SC		
Grade/Rank	Scale 4					
Responsible To	Hampshire Constabulary Serious Collision Investigation Unit Sergeant					
Staff Line Managed	n/s					
Reviewed by (Manager)	DI J THOMAS				Date	19/04/2024
Purpose of Job	To provide a range of administrative services to support the JOU SCIU					
Key Accountabilities	To accurately extract, transcribe and present evidence from a variety of source material(s) to be used in support of serious investigations within the Criminal Justice System. 1. Undertake analysis of source material, accurately transcribing the salient points and extracting the legal points to prove to support the effective progression of a case. 2. Establish the identities of all parties concerned within a recording to ensure dialogue is identified and attributed accurately. 3. Proofread, authorise, and submit completed transcripts as evidential material for the CPS. 4. Submit inaudible material(s) to the Force Imaging Unit for enhancement by uploading to the DEMS system. 5. Undertake general administrative duties, including, but not limited to managing enquiries into the team mailbox, RMS box and the uploading of interview footage from DEMS into the team folders for transcription. 6. Check unit property/buildings and operational equipment to ensure it is fit for purpose; ensuring repairs are reported and dealt with as per unit policy. 7. Support OIC with scanning of documents and adding to Share Point/RMS/redaction of BWV. 8. Archive case files in accordance with MOPI and update RMS/Share Point 9. Create, update, and maintain records held on the relevant computerised and manual filing system(s) throughout the department, ensuring that the information is accurate, up to date, accessible and compliant with local, regional, and national guidelines. 10. To represent the JOU SCIU at meetings when appropriate / required. 11. Establish and maintain links with suppliers, ensuring the correct items are ordered in accordance with the needs of the unit and the force procurement policy, ensuring all invoices received, are dealt with in accordance with force policy. 12. Coordinate training and planning within RPU/SCIU. 13. Coordinate FLA rotas and administration of FLO. 14. 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.					

	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 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 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We are Innovative and Open Minded Level 1 Transparency
Education/ Qualifications	Essential: Educated to QCF Level 2 (passess TBC) or to have undertaken work experience deemed to have brought the postholder to a comparable level. Desirable: RSA III Typing/Word Processing or equivalent.
Experience and Skills	Essential: considerable experience of working in an administrative role, in a busy office environment involving frequent people contact particularly on the telephone including handling difficult callers and sensitive matters. Experience of working in a reactive environment. Digital literacy skills and have prior experience of using financial databases and use of spreadsheets. To have the ability to work unsupervised and on own initiative when required, but also to work as part of a team within the unit. Desirable: Knowledge of the Police organisation, structure and specialist departments.
Approved by HR	not approved Date date