

ROLE PROFILE Part1	Role Title	TRANSPORT DEPARTMENT MANAGEMENT SUPPORT ADMINISTRATOR			Dept /LPA	JOU
			VETTING LEVEL			
Grade/Rank	Scale 4					
Responsible To	Fleet Manager Chief Inspector					
Staff Managed	None					
Reviewed by (Manager)	T/C/Insp Ally Hibberd				Date	June 2021
Purpose of Job	To provide a range of administrative services to the Transport Management Team, under the direction and authority of the fleet manager.					
Key Accountabilities	1. To create and maintain a variety of computerised records and indices for monitoring within the transport department including those associated with the Force Vehicle Fuel Agency Cards / Diesel Tags/Itchen Bridge Cards and complete the background paperwork for the ACPO Re charges for fuel. 2. To make ready any files, documents or gather background information that may be required by the Management Team i.e. Notices of intended prosecution, dart charges and parking tickets. Making sure the drivers are nominated in a prompt and efficient manner and any issues are raised to the management team. 3. To be the point of contact for all Pool car enquiries and book the Pool Cars for service 4. To arrange servicing for the ACPO Vehicles to include arranging an ACPO loan vehicle for that period. 5. To make the arrangements for the Demonstration vehicles in line with Force Requirements. Collate relevant feedback for decision makers. 6. Weekly checks of Diesel tanks stocks and Sprinter van availability to keep up to date records of both for relevant stakeholders. 7. Organise meetings including contacting delegates, circulating agendas, taking minutes and all other related tasks. 8. To arrange appropriate training with external & internal facilitators for transport staff Training Courses. 9. To update the Health and Safety skin checks on a monthly basis. 10. Primary point of contact for all enquiries for Traka System and management thereof. 11. To assist with recruitment packs and interview dates. 12. Provide support and resilience for other functions within the transport department administration functions. 13. 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. 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 Innovative and Open Minded Level 1 Impartiality Integrity
Education/ Qualifications	Essential: Educated to QCF Level 2 (3-5 passes including English and Mathematics) OR work experience deemed to have brought the postholder to a comparable level. RSA II or equivalent in Typing/Word Processing Microsoft Office qualification CLAIT/ECDL/ITQ Desirable: n/s
Experience and Skills	Essential: Extensive secretarial or administrative experience in a office environment Substantial experience of typing/word processing and proficient in document layout Computer literate - experienced in the production and use of Excel spreadsheets, Word and other Windows systems Desirable: Familiarity with Police organisation and structure. Experience as a secretary to a senior management team. Analytical work and report writing Shorthand experience
Approved by HR	Karen Garrett Date 13.03.12