

ROLE PROFILE Part1	Role Title	YOT BUSINESS SUPPORT ASSISTANT			Dept /LPA	COMMUNITY SAFETY
			VETTING LEVEL			
Grade/Rank	Scale 4					
Responsible To	Youth Offending Team Police Sergeant					
Staff Line Managed	None					
Reviewed by (Manager)	PS 521 Sue Walker				Date	6th Dec 2018
Purpose of Job	The YOT Business Support Assistant is a key role within the YOT. The role involves assisting the seconded police officers with numerous administrative tasks including information sharing as well as arranging the weekly panels and clinics.					
Key Accountabilities	1. To assist with the preparation and research for the weekly Joint Decision Making Panel. 2. To be responsible for the administration of the weekly Disposal clinics. To make contact by telephone with parents to arrange an appointment for them to attend a designated place for their child to receive their formal disposal. 3. To manage the shared business support Inbox 4. To assist and support the Police Officer seconded to YOT by relieving them of administrative tasks wherever possible. 5. To provide administrative support by inputting and editing data on RMS and other databases (adding warnings and flags). 6. To deal with requests for information sharing with partner agencies 7. Where appropriate to assist with the retrieval of victim information to allow for their participation in the restorative justice process 8. To assist in the compilation of statistical returns 9. To assist in the minute taking at inter-agency meetings eg PYP meetings 10. To participate in the overall development of the YOT by attendance and participation in meetings, development groups or training programmes as required 11. 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". 12. 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. To be aware of Force policy on Equal Opportunities, Health and Safety and Data Protection and to comply with the legislation and the standards of "good practice". Totally discreet and trustworthy. Courteous, helpful manner and well presented at all times 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		We are Emotionally Aware Level 1		
	Recruitment		We Take Ownership Level 1		
	Competencies		We are collaborative Level 1		
			We Deliver, Support and Inspire Level 1		
			We Analyse Critically Level 1		
Education/ Qualifications	Essential: Educated to QCF Level 2 - A minimum of 3 passes (to include Maths and English) OR work experience deemed to have brought the postholder to a comparable level.				
	RSA I or equivalent typing qualification				
Experience and Skills	Desirable: RSA II in typing or word processing				
	A recognised qualification in office practice eg Business Administration				
	Essential:				
	Experience working in a busy office environment performing clerical duties.				
	Experience in word processing.				
Approved by HR	Jayne Beddall, Senior HR Adviser		Date	08/01/2019	
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				
Underpinning Values					
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.				

