

**ROLE PROFILE**

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| **Post Title:** | CJ Administration Assistant |
| **Grade:** | LC 4 - 5 (progression arrangements apply)  | **JE: 1313** |
| **Location:** | Various |
| **Responsible to:** | CJ Team Leader |

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| **Job Purpose:** |
| To deliver professional, efficient and effective corporate administrative support in relation to criminal justice matters. |

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| **Key Responsibilities:** |
| **This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.*** Work in a multifunctional team to deliver cost-effective criminal justice administrative processes, ensuring compliance with legal requirements, corporate standard procedure manuals and policy agreements, whilst successfully managing demand to achieve and sustain the required performance levels. Over time, there will be a requirement for staff to gain experience of all functions within the team.
* Contribute to the development of efficient corporate systems and processes in relation to criminal justice procedures, particularly in relation to criminal justice administration.
* Provide advice and guidance to staff, officers and other departments in relation to the submission and content of prosecution files, in all cases emphasising the need to focus on a ‘right first time approach’.
* Closely monitor adherence to procedural and legal requirements, Home Office initiatives and Service Level Agreements with other agencies and departments; take prompt action to address non-compliance by the most appropriate method, highlighting to supervision as appropriate.
* Interrogate Constabulary IT systems in accordance with corporate policies and procedures and accurately maintain, input and extract data throughout all CJ administrative processes.
* Maintain and accurately update manual/electronic filing systems, archiving and retaining documents for the appropriate periods when cases are finalised.
* Photocopy and process manual/electronic documentation as required; prosecution files, various records, forms and exhibits and forward to other criminal justice agencies as appropriate meeting timeliness and quality requirements.
* Be responsible for the security, indexing and cataloguing of audio, video and digitally recorded evidence.
* Action court files post hearing in accordance with instructions, reason for adjournment or disposal.
* Deal with general enquiries from Police Officers, members of the public, other Departments & Divisions, Crown Prosecution Service, HM Court Service and other Police Forces and agencies, both in writing and via the telephone, enhancing customer satisfaction.
* Adopt a continuous improvement approach, taking opportunities to reduce the administrate burden whenever possible, particularly in respect of operational police officers.
* Operate in an innovative and problem solving manner, positively implementing change and understanding the rationale behind it.
* To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.
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| **Behaviours :** |
| The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.For more details on these competencies please follow the link provided.<https://profdev.college.police.uk/competency-values/>This role is required to operate at or be working towards the levels indicated below: |
| **Resolute, compassionate and committed** |
| **Behaviour** | **Level** | **To be Identified by** |
| We are emotionally aware | Level 1 | Interview |
| We take ownership | Level 1  | Interview |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative | Level 1  | Interview |
| We deliver, support and inspire | Level 1  | Interview |
| **Intelligent, creative and informed policing** |
| We analyse critically | Level 1 | Interview |
| We are innovative and open minded | Level 1 | Interview |

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

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| **Values :** |
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. |
| **Integrity** | **Impartiality** |
| **Public Service** | **Transparency** |

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| **Qualifications** |
| **Essential** | **Desirable** | **To be identified by** |
|  | ability to type at 35 wpm | Application form  |
|  | Minimum of 4 GCE/GCSE's grade C (or equivalent) including English | Application form |
| **Knowledge/Experience** |
| Experience of working in an administrative/clerical role within a busy office environment dealing with confidential information | Previous experience of working within a Criminal Justice or legal environment | Application form and interview |
| Experience of inputting, updating and maintaining manual and electronic filing/recording systems | Experience of using Microsoft Software Applications, including MS Office – Word, Excel, PowerPoint & Access | Application form / interview / assessment |
| Experience of producing accurate records demonstrating a high level of attention to detail |  | Application form / Interview / assessment |
| Experience of dealing with members of the public and working in partnership with other departments and agencies |  | Application form and interview |
| Experience of working effectively as part of a team |  | Application form and interview |
| Experience of working to deadlines and tight timescales, within a busy environment |  | Interview |
| Experience of working with minimal supervision, organising and prioritising own workload |  | Application form / Interview / assessment |
| **Other** |
| An acceptable level of sickness absence in accordance with the Constabulary’s Attendance Policy. |  | Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants |
| A flexible approach to working hours and practices |  | Interview |

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

 **Date last updated: January 2022**

**LANCASHIRE CONSTABULARY**

**CJ ADMINSTRATIVE ASSISTANT LC 4-5**

**PROGRESSION ARRANGEMENTS**

The following arrangements are subject to the needs of the post and not the post holder.

These arrangements do not prevent management seeking authority to appoint at any spinal column point in the LC 4-5 range, subject to the individual meeting the progression criteria.

**LC 4 on appointment (bar at the top)**

Appointees to this post will normally commence at Spinal Column Point 9.

**LC 5**

Post holders can apply to progress to LC 5 when they can evidence:

* A comprehensive / specialist knowledge of CJ departmental procedures
* Contributing to devising and implementing new procedures
* Providing training to other team members
* Using initiative to resolve problems
* Issuing advice and guidance to officers and staff and external bodies

**Performance will be assessed by line managers via Performance Development Reviews.**