



## ROLE PROFILE

<b>Post Title:</b>	Long Term Storage Officer	
<b>Grade:</b>	SCP 7	<b>JE: 1255</b>
<b>Location:</b>	East – Accrington / South – Leyland	
<b>Responsible to:</b>	CJ Project, Systems and Process Manager, Criminal Justice, HQ Crime	

### Job Purpose:

Responsible for the safe storage and recording of all long-term storage items.

### 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.**

- To ensure that all long term storage items are stored in a safe and secure manner in accordance with force policy and Management of Police Information guidance.
- To ensure that all procedures are complied with and a robust audit trail is maintained from all aspects of long term storage.
- Work as part of a team to ensure work is completed to the required standard within agreed timescales.
- To update and maintain accurate records of items in storage using computerised and manual systems.
- To interrogate computerised systems to enable efficient retrieval of stored items and electronic records.
- To utilise document management storage systems by converting paper records to electronic format as directed by force policy and Management of Police Information guidance.
- To be able to undertake a physically demanding role, that involves lifting, carrying, pushing, pulling, and positioning bulky storage items.
- To be willing to travel to force storage sites in order to retrieve long term storage items in accordance with force procedures.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

### 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**

<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	Level 1	Interview
We take ownership	Level 1	Interview
<b>Inclusive, enabling and visionary leadership</b>		
We are collaborative	Level 1	Interview
We deliver, support and inspire	Level 1	Interview
<b>Intelligent, creative and informed policing</b>		
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.

**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.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

**Knowledge / Experience:**

<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Experience of inputting, updating and maintaining computerised and manual filing/recording systems.		Application Form Interview Assessment
	Experience of communicating at all levels – internally & externally both verbally and in the production of written reports.	Interview
Experience of working with minimal supervision, organising and prioritising own workload		Interview
Experience of working to deadlines and tight timescales, within a busy environment		Application Form/Interview
Experience of filing, categorising and coding information quickly and accurately		Application Form/Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable.		Interview
Experience of working effectively as part of a team		Interview
Experience of assessing and identifying relevant information, making accurate decisions and taking appropriate action		Application Form / Interview
<b>Other</b>		
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
Willingness to travel on Constabulary business as required to fulfil the role		Interview
Completion of training courses essential to fulfil the role		Interview
Able to lift and carry bulky storage items appropriate to the physical nature of the job.		Identified by undertaking manual handling training/Interview
Full Driving Licence		Application Form
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 deemed appropriate.

**Date last updated: October 2018**