



## ROLE PROFILE

<b>Post Title:</b>	IACT Assistant	
<b>Grade:</b>	LC5	<b>JE: 1586</b>
<b>Location:</b>	Headquarters	
<b>Responsible to:</b>	Intelligence, Audit and Systems Co-ordinator	

### Job Purpose:

To provide the administrative support to PSD in respect of Business Interests, and Reportable Associations. To conduct research in order to provide PSD management with the necessary level of detail on which to base their decisions. To provide advice to staff and managers in relation to associated policies and procedures and ensure continued compliance.

### 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.**

- Maintain a comprehensive understanding of national developments and associated PSD matters in respect of their impact on Business Interests, Reportable Associations and other vulnerability issues. Advise PSD management of any requirement to update force policy or processes to reflect national guidance, changes in legislation or emerging trends.
- Monitor the effectiveness of current processes and make recommendations for change where necessary. Contribute to the development and implementation of PSD administrative procedures to facilitate effective and efficient working practices. Take a pro-active approach to problem solving which focuses on solutions aiming for continuous improvement in the services provided.
- Provide the IACT administrative support to the management of a number of thematic areas, including but not limited to, Business Interests and Reportable Associations. Collate and research all new submissions and undertake a process of review to ensure ongoing compliance being mindful of relevant departmental Performance Indicators and Service Level Agreements.
- Liaise with applicants to ensure all data requirements are met and provide a point of contact during the assessment and aftercare phases.
- Conduct limited user activity audits of specified information systems in support of the Business Interest and Reportable Association research and review phases.
- Present regular verbal and written updates to IACT / PSD management in relation to the progress of Business Interests and Reportable Associations submissions.
- Produce research packages for consideration by the PSD Risk Management Panel and advise the panel in respect of consistency of decision making and setting of restrictions.

- Input and update computerised records on Force and Departmental databases. Interrogate and analyse these databases to extract relevant data to fulfil a variety of information requirements and prepare the results in the appropriate format.
- Liaise with internal staff and representatives from external forces/agencies in respect of the work of the unit. Utilise written and verbal communications methods as appropriate to facilitate the efficient exchange of information. Demonstrate a strong commitment to delivering a high standard of service with an emphasis on quality at all times.
- Handle sensitive and confidential information in an appropriate manner, displaying professionalism and maintaining confidentiality at all times, operating on a 'need to know' basis and adhering to the rules of 'record, retention and disposal' of information.
- Support the work of other teams within PSD as required in order to meet operational demand. Whilst the post holder will have a primary role within the department, there is an expectation that there will be an integration of department roles as required to meet organisational needs. 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**

<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	1	Interview
We take ownership	1	Interview

#### **Inclusive, enabling and visionary leadership**

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

#### **Intelligent, creative and informed policing**

We analyse critically	1	Interview
We are innovative and open minded	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.

<b>Values :</b>	
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>

<b>Knowledge / Experience</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Experience of working in an administrative/clerical role within a busy office environment	Knowledge of policies and procedures in relation to business interests and secondary employment.	Application Form/Interview
Experience of producing accurate written information and demonstrate a high level of attention to detail		Application Form/Interview
Experience of updating and maintaining manual and computerised records accurately		Application Form/Interview
Experience of communicating clearly with internal and external contacts in a courteous and diplomatic manner		Application Form/Interview
Experience of using Microsoft Software Applications, including Word, Excel & Outlook		Application Form/Interview
Experience of managing own workload and prioritising effectively to handle several tasks simultaneously whilst ensuring deadlines and performance targets are met.		Application Form/Interview
Experience of maintaining and managing confidential records, paying particular attention to detail.		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
Demonstrates a flexible approach to working practices and hours		Interview
Appointment to this post is subject to an enhanced level of vetting		Interview
Willing to travel on Constabulary business		Application form

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: May 2020**