



## ROLE PROFILE

<b>Post Title:</b>	CJ Typist / Interview Summariser	
<b>Grade:</b>	LC3 - LC4 (progression arrangements apply)	<b>JE: 1323</b>
<b>Location:</b>	CJ Centralised Unit, Chorley	
<b>Responsible to:</b>	Team Leader	

### Job Purpose:

To deliver professional, efficient and effective corporate typing and interview summarising support in relation to criminal justice matters.

### 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.**

- Contribute to the development of efficient corporate systems and processes in relation to criminal justice procedures, particularly in relation to typing and interview summarising
- Produce typed documents from handwritten MG11 witness statements.
- Create typed interview summaries with high standards of spelling, punctuation and grammar, interpreting information and evidence contained within interviews to complete a balanced record of the salient points for use by the Crown Prosecution Service in Magistrates and Crown Court hearings.
- Produce verbatim transcripts of 999 calls and interviews held with defendants and witnesses when required.
- Maintain high levels of accuracy in relation to the content of typed statements, interview records and performance monitoring information.
- Work as part of a team to ensure work is completed to the required standard within agreed timescales.
- Monitor the quality of interviews, ensuring that all parties adhere to the rules and guidelines contained within the Police and Criminal Evidence Act and provide feedback via supervisors of good practice or breaches.
- Use initiative to resolve anomalies liaising with officers, Case Builders and other colleagues as appropriate; take prompt action to address non-compliance by the most appropriate method, highlighting to supervision as appropriate
- 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	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.

**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>

**Qualification**

<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
A typing speed of 65 wpm	Minimum of 4 GCE/GCSE's grade C or above (or equivalent) including English; Intermediate typing	Assessment/ Interview

	qualification i.e. RSAII, ULCI III or equivalent	
<b>Knowledge / Experience</b>		
Experience of using Microsoft Software Applications, particularly MS Office – Word and Excel	Experience of audio typing	Application Form / Interview
Experience of working in an administrative or secretarial role within a busy office environment dealing with confidential information	Experience of issuing feedback	Interview
Experience of producing accurate work and demonstrating a high level of attention to detail		Application Form / Interview
Experience of inputting, updating and maintaining data within computerised and manual filing/recording systems		Interview
Experience of composing non-standard correspondence and other documents using high standards of spelling, punctuation and grammar		Application Form / Interview
Experience of working with minimal supervision, organising and prioritising own workload.		Application Form / Interview
Experience of working to deadlines and tight time-scales within a busy environment		Interview
Experience of working effectively as part of a team		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
Flexible approach to working practices and hours		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: July 2022**

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**Progression Arrangements**

**(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)**

### **LC 3 (bar at the top of 3)**

Appointees to the lowest level of the post will have little or no experience of the role or of similar office work.

The post holder will undertake a period of training in office skills, systems, procedures, telephone answering and learn to work as a junior member of a team.

Post holders will then progress and be expected to:

- Interpret and assess the quality of information prior to input to corporate IT systems
- Resolve general enquiries from internal and external contacts.

### **LC 4**

After proven satisfactory and assessed performance in the post at LC3 level and able to demonstrate (with minimum supervision) the ability to carry out tasks as follows:

- Interview summarising to the required standard
- A thorough knowledge of processes to provide advice and guidance to colleagues and other agencies
- Flexibility to cover for all functions within the team and contribute to the training of new staff

### **NOTE**

Assessable performance will be determined by the first line manager and evidence through PDR.

**It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements**