



ROLE PROFILE

Post Title:	Divisional Support Administrator	
Grade:	LC 4	JE: 1285
Location:	Blackpool	
Responsible to:	Divisional Support Team Leader	

Job Purpose:

To assist the Divisional Support Team Leader in providing the divisional Facilities Management (FM) function.

Ensure the FM administration functions are delivered to a high standard to support and facilitate front line policing operations.

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 contribute to the team objectives, following working practices and organisational procedures in the delivery of the support service.
- Keep to schedules, specifications and quality standards in the delivery of a high quality service.
- To meet customer expectations and build professional relationships with Divisional colleagues
- Raise purchase orders for products services and supplies relevant to the FM support function.
- Collect information on supplier performance and customer feedback.
- Contribute to projects in accordance with project plans.
- Maintain record systems/databases/inventories as required in respect of all issued equipment ensuring records are kept accurate and update to date.
- Issue and control of cardkey, proximity card keys, and lockers for the division.
- Facilitate the Constabulary travel policy, including co-ordination of pool cars and fuel cards for the division, and hire cars.
- Carry out financial tasks for the area of business to the required standards. Providing financial information within the required timescales as and when required.
- Process Civil Claims in accordance with the Constabulary procedures.

- Assist in the administration of Health and Safety building related legislation, including fire evacuation, first aid, defibrillators, display screens and COSHH.
- Work with customers and colleagues to ensure delivery of effective communication and management of expectations. Adopting a customer focussed approach.
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading as and when required.

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	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.

Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
Possess, or be willing to work towards within a period of 3 years, a Business Administration or Facilities Management (Level 2) qualification.		Application Form
Knowledge / Experience		
Knowledge and experience of working in a busy office environment		Interview
Experience of working to tight deadlines		Application Form / Interview
Experience of working under own initiative and prioritising your own workloads, with the minimum of supervision	Experience of investigating problems, developing solutions and taking appropriate timely actions to resolve them	Application Form / Interview
Experience of inputting, updating and maintaining computerised and manual filing/record systems	Experience in achieving targets, objectives and personal goals	Application Form / Interview
Experience of using Microsoft applications, including MS Office		Application Form / Interview
Experience of communicating across a wide spectrum of people, individually and in a group to both internally and externally		Application Form / Interview
Working knowledge of GDPR		Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
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
The ability and willingness to travel on Constabulary business, as required.		Application form / Interview
Demonstrate 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: April 2019