

**ROLE PROFILE**

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| **Post Title:** | **CSE (Child Sexual Exploitation) Administration Assistant** |
| **Grade:** | **LC 4/5 (With progression arrangements)** | **JE:1537** |
| **Location:** | **East/South and West BCU** |
| **Responsible to:** | **Detective Sergeant** |

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| **Job Purpose:** |
| To provide comprehensive CSE admin and word-processing support to the BCU CSE Team and to be responsible for administrating Multi Agency Risk Assessment and management processes in support of the operational units. This may involve travelling to various locations within Lancashire for the purpose of recording minutes of multi agency risk management meetings and supporting other teams |

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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.*** Interrogation of police databases and research of relevant information to assist in the identification and management of risk and protection of vulnerable persons. Preparation, sharing and distribution of reports and documents necessary for a multi agency approach to protecting vulnerable persons.
* When required, attend Multi Agency Risk Management Conferences, represent the department, present information and support the department. Taking of minutes when required.
* Providing close administrative support for the Detective Inspector/Sergeant including word processing, electronic mailing and the preparation of statistical data. Assisting in the production and development of presentations to single and multi agency audiences
* Liaison with and working in conjunction with a variety of internal departments and external agencies. Communicating with members of the public, victims, witnesses, and other professionals from outside agencies, divisions and departments.
* Support the investigation capacity of the department including completion of Forensic applications and preparation for civil applications.
* Maintain office files detailing accurate and current chronologies of those vulnerable to Child Sexual Exploitation. Ensure relevant data is available to divisional resources to all appropriate safeguarding and targeting.
* To comply with the requirements of the PPU Occupational Health and Welfare Policy
* 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 | 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.

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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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| **Qualification**  |
| **Essential** | **Desirable** | **To be identified by** |
| Must possess full UK driving licence  | Intermediate typing/word processing/audio qualification i.e. RSA II, ULCI III, IBT2, ECDL &/or ability to type at 35 wpm | Application Form / Typing Test |
|  | Customer Service Qualification or proof of attending an in-house training course in customer service | Application Form/ Interview  |
|  | A qualification in the use of IT based technology using windows systems i.e. CLAIT | Application Form/ Interview |
| **Knowledge / Experience** |
| Experience of working in an administrative/clerical role within a busy office environment dealing with confidential information. | Experience of interrogating Police databases and intelligence systems | Application Form / Interview |
| Experience of taking minutes of meetings and producing timely and accurate records of those meetings |  | Application Form /Interview |
| Experience of dealing with members of the public and working in partnership with other departments and agencies | Experience of dealing with people in difficult, sometimes upsetting circumstances | Application Form / Interview |
| Experience of filing, categorising and coding information quickly and accurately |  | Application Form / Interview |
| Experience of working with minimal supervision, organising and prioritising own workload |  | Application Form / Interview |
| Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them |  | Interview |
| Experience of producing accurate written information and demonstrate a high level of attention to detail | Experience of composing letters and memos and responding to routine correspondence | Application Form/ Interview |
| Experience of inputting, updating and maintaining computerised and manual filing/recording systems. | Experience of using Microsoft Software Applications, including MS Office – Word, Excel, PowerPoint & Access. | Application Form/ Interview |
| Experience of working effectively as part of a team  |  | Interview |
| Experience of maintaining strict confidentiality, using tact and diplomacy where applicable |  | Interview |
| Knowledge of Health & Safety, Equality, Data Protection Principles and Community & Race Relations Legislation/issues | Knowledge of agencies involved in child/adult abuse prevention. | Interview |
| **Others** |
| An acceptable level of sickness absence |  | Attendance to be checked post interview by Recruitment for internal staff, via references for external |
| The ability to handle material of an extremely graphic and sensitive nature that has the potential to cause personal distress  |  | Interview |
| 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: November 2019**

**PROGRESSION ARRANGEMENTS**

The following progression arrangements are all 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 LC4-5 range subject to the individual meeting the progression criteria

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**LC4** On appointment

**LC5** Post holders progressing to LC5 will have gained a comprehensive knowledge of all of the functions of the role and be able to demonstrate that they consistently undertake the full requirements of the post, as detailed in the KRA’s and will:

* Apply initiative and take positive action to make decisions and resolve day to day problems
* Produce comprehensive written communications, such as detailed e-mails and reports
* Communicate effectively with key contacts
* Demonstrate a comprehensive knowledge and understanding of Multi Agency Public Protection processes