



ROLE PROFILE

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	

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

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.

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
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		Application Form /

minimal supervision, organising and prioritising own workload		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

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