



Role Profile

Role Profile Part 1			
Role title	Management Assistant	Grade/Rank	Scale 4
Dept/Area		Vetting Level	MV
Responsible to	Senior Police Leaders and Police Staff (Chief Inspector and Police Staff equivalent upwards)	Staff line managed	None
Reviewed by (Line Manager)	D/SUPT Darren Rawlings	Date	14/06/2018
Purpose of Job	To provide a range of support services to the Senior Leadership Team of Hampshire Constabulary and Joint Operations Unit.		
Key Accountabilities	<ol style="list-style-type: none"> 1. To act as a main point of contact for the Senior Leadership Team maintaining electronic diaries, arranging and organising meetings and conferences. To provide support to Senior Leaders who have force-wide responsibility for areas of business including those which form part of a control strategy and other areas 2. To record and produce key decisions, actions and risks at relevant meetings. Only produce typed full minutes of meetings if it is a mandated action. 3. To co-ordinate and liaise with internal and external key partners and stakeholders (non-specific). 4. To create and maintain a variety of computerised records and indices specific to roles and Commands. 5. Monitor and manage Senior Leaders' e-mail and mailboxes, as and when required e.g. through periods of annual leave and absence, and maintain GDL and Command mailboxes (when applicable). 6. To collate information and electronic or paper files required to respond to internal and external enquiries 7. To maintain and manage Command communications through the Intranet, bulletins and newsletters. 8. Liaise with Facilities/IT regarding office equipment and/or to monitor and maintain office equipment accessed by the Senior Leadership Team. 9. To be aware of Force policies on Equal Opportunities, Health and Safety and Data Protection and comply with the legislation and the standards of 'good practice'. 10. To give regular and effective service. <p>Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as</p>		



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	<p>required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.</p>
Additional Requirements	<p>In order to support departments that require National Security Clearance staff to be credit vetted to MV (Management Vetting) level. Staff that work within Special Branch will require to be vetted to SC Enhanced (Security Check) level.</p> <p>The post holder will form part of a wider Force Management Assistant team. They will be required to offer resilience and flexibility at locations or departments other than the home stations to support Senior Leadership Team or Command. They would therefore need to have the ability to travel within Hampshire and the Isle of Wight.</p> <p>May be called on to carry out fire warden duties to meet required standards if required.</p> <p>Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.</p> <p>All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.</p>



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Role Profile Part 2			
Education/Qualifications	Essential:		
	<ul style="list-style-type: none"> Educated to QCF Level 2 (3-5 passes including English and Mathematics) OR work experience deemed to have brought the postholder to a comparable level. RSA II in Typing/Word Processing 		
Experience and Skills	Desirable:		
	<ul style="list-style-type: none"> RSA Audio/Pitman Advanced A recognised qualification in Office Practice or Public Administration 		
Approved by People Services	Essential:		Date
	<ul style="list-style-type: none"> Extensive secretarial or administrative experience in a office environment Substantial experience of typing/word processing and proficient in document layout Computer literate - experienced in the production and use of Microsoft Office software - Outlook, Excel, Word, PowerPoint and Teams. 		
Approved by People Services	Desirable:		09/09/2015
	<ul style="list-style-type: none"> Familiarity with Police organisation and structure. Experience as a secretary to a senior management team. Analytical work and report writing. 		
		S40(2) Senior HR Adviser	



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Role Profile Part 3		
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	We are Emotionally Aware	Level 1
	We Take Ownership	Level 1
	We are collaborative	Level 1
	We Support and Inspire	n/a
	We Analyse Critically	Level 1
	We are Innovative and Open Minded	Level 1
Underpinning Values	Courage	
	Respect and Empathy	
	Public Service	
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required	
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.	

