



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Rachel McCarron 59768

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Local Delivery Assistant
Generic Role Profile:	Business Support
Salary Band:	Grade 3
Operational / Non Operational Role	Non-operational
Vetting Level:	Recruitment vetting
Reporting to:	Facilities Area Enabling Coordinator
Specific Role Purpose:	To provide an efficient and effective general clerical administration and equipment support service in Police Stations across the Force Estate. The role provides a variety of services that support operational policing throughout the West Midlands.
Key Responsibilities:	<p>Support the consistent delivery of core administrative services across a number of sites within the wider geographical area (e.g. stationery and supplies, stock control and ordering, post room management, collection and delivery of mail and supplies between local sites, locker management and pocket notebook retention).</p> <p>Perform routine audits of storage and equipment, including but not limited to; lockers and Airwave radios, to ensure compliance with organisational policies and to maintain security.</p> <p>Carry out record keeping, filing and data entry to ensure relevant adequate and accurate records are maintained.</p> <p>Respond to CX portal requests, telephone and face to face enquiries.</p> <p>Monitor stock levels for regular supplies, replenish stocks of consumables/stores of basic equipment, arrange returns as required etc, following set control procedures in order to ensure effective and appropriate usage. Including but not limited to: stationery, forms, books, sundry equipment, uniform, PAVA canisters, BWV cameras, emergency equipment, keys and locks.</p>

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	<p>In accordance with set force procedures, assist with the provision, allocation and inventory of equipment including, but not limited to; airwave terminals, PAVA, lockers (uniform, PAVA, Airwave), Body-Worn Video cameras, first-aid kits, emergency equipment.</p> <p>In line with set procedures, maintain security of assets such as Airwaves, PNBs, PAVA, BWV.</p> <p>Support requests for information such as copies of PIC records, using appropriate systems to facilitate.</p> <p>Carry out minor maintenance tasks e.g. fitting locks to lockers as required, reset digital locks ready for reallocation and report maintenance faults and arrange repairs as necessary.</p> <p>Undertake other duties appropriate to the grade and character of work, as may be reasonably required, including specific duties of a similar or lesser graded post.</p> <p>The tasks and geographical areas for which the post holder is responsible will be kept under review and may change over time in response to emerging priorities and organisational change.</p> <p>Work collaboratively within the Facilities Enabling team and provide cover for other geographical areas to ensure resilience.</p>
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	<ul style="list-style-type: none"> • Experience of following set processes, procedures and policies. • Experience of working to tight deadlines. • Experience of working in a team environment. • Knowledge of accurate record keeping. • Knowledge of share point and excel spread sheets. • An awareness of Health and Safety in the workplace.
Desirable:	<ul style="list-style-type: none"> • Experience using CONNECT. • Experience of using evidence.com. • Basic maintenance or locksmith training.
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	<ul style="list-style-type: none"> • Ability to work independently, prioritise own workload and manage time effectively.

	<ul style="list-style-type: none"> • Possess a high degree of accuracy and attention to detail . • Competency using Microsoft Teams, SharePoint, Excel and Word. • Excellent communication skills and be able to communicate clearly (written and verbal) and concisely with employees of all ranks, contractors, visitors and or anyone else interacting with the service. • Able to develop good working relationships with people. • Possess a good level of numeracy to effectively deliver the requirements of the role. • Must be flexible to travel between sites.
Desirable:	<ul style="list-style-type: none"> • Background in Facilities Management • Full valid driving licence with access to own vehicle.

Hours of Work and Flexibility:	<p>Flexi Hours 7:00 – 15:00 / 08:00 – 16:00 Mon to Fri.</p> <p>Part-time working will be considered and accommodated wherever possible.</p>
Agile Work Style: (if applicable)	<p>This is a mobile role requiring regular travel between multiple sites across the police estate.</p> <p>Mileage and travel expenses will be reimbursed in line with organisational policy.</p>

Restriction Level:	N/A
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