



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:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Central Detained Property Assistant
Generic Role Profile:	Corporate Asset Management
Salary Band:	Grade 3
Operational / Non-operational Role	Non-operational
Vetting Level:	Recruitment Vetting
Reporting to:	Central Detained Property Supervisor
Specific Role Purpose:	Working within a busy office and warehouse environment to provide high quality, effective and efficient administrative support service to operational policing and support with the movement, management and disposal of Police exhibits. The role is part of the Corporate Asset Management department within the Facilities section which comprises of printing services, uniform supply and secure storage.
Key Responsibilities:	<u>Responsibilities:</u> • Ensure the customer experience is at the centre of the services delivered • Management of detained property and information assets, including filing and tapes • Responding to general requests and enquiries from internal customers by email, telephone, letter and in person including return of items • Responsible for operation of property systems • Responsible for relocating items, preparing for transport and external storage, baying up items, receiving goods, sorting, disposal and/or destruction of property • Working closely with several internal and external suppliers as part of day-to-day role • Working to policy, legislation and guidance (CPIA, Data Protection Act

Date:
Version:

	2018, MoPi) • Working collaboratively as part of wider team • Actively promote the use of new ways of working to customers
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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:	• An understanding of what excellent service delivery looks and feels like • Ability to follow set processes, procedures and policies • Effective team working experience • Ability to work to tight deadlines. • You should be a clear communicator with excellent verbal and written skills • Able to develop good working relationships with people • Be goal orientated and customer and outcome focused • Be inquisitive, flexible and adaptable • Able to learn new processes and systems quickly and effectively • Have a can-do attitude and be able to 'think on your feet' • Possess a high degree of accuracy and attention to detail • Be organised and able to prioritise • Thrive in a pressured environment • Be IT literate, including the effective use of MS Office.
Desirable:	• Experience of working in customer services and/or stock control environment • Experience of working with Detained Property, Tape Libraries and Crime Files • Knowledge of relevant legislation and guidance, CPIA, MOPI, PACE, Data Protection.
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:	• Have effective written and verbal communication skills. • Possesses a good level of numeracy to effectively deliver the requirements of the role. • Able to manage and prioritise their own workload. • Must be flexible and willing to travel force wide • You should be a clear communicator with excellent verbal and written skills • Able to develop good working relationships with people • Be goal orientated and outcome focused • Be inquisitive, flexible and adaptable • Able to learn new processes and systems quickly and effectively • Have a can-do attitude and be able to 'think on your feet' • Possess a high degree of accuracy and attention to detail • Be organised and able to prioritise • Thrive in a pressured environment • Be IT literate, including the effective use of MS Office.
Desirable:	• Able to work without direct supervision

	• Experience in completing risk assessments • Knowledge of the storage and disposal of hazardous substances • Experience using Microsoft Teams
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Hours of Work and Flexibility:	Monday to Friday 37.5 hours 07:00-15:00 or 08:00-16:00 based at the Logistics Centre in Perry Barr.
Agile Work Style: (if applicable)	There is a requirement to always work flexibly with due regard to prevailing workloads and priorities. There may be a requirement to travel and work at other locations within the Force area based on priorities.

Restriction Level:	N/A
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