Specific Role Profile

WIDE banding

This Specific Role Profile 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 in conjunction with the given job family role profile for the post.

Corporate Reference:-

ROLE SPECIFIC INFORMATION	
Job title:	**Evidential Typing Assistant**
Generic Role Profile:	**Business Support Job Family**
Salary Band:	**GRADE 3**
Specific Role Responsibilities:	• To prepare typed, accurate, balanced and reliable summary records and verbatim transcripts of voluntary police interviews and interviews conducted under caution, in accordance with the Manual of Guidance for the preparation, processing and submission of case files • To prepare typed witness statements and verbatim transcripts of 999 Emergency Telephone Calls • To prepare typed transcripts from digital or hard media recordings including CCTV, body-worn video and other electronic systems • To liaise with police officers and staff in support of the work undertaken by the unit • To maintain accurate records and ensure the security of recorded media and associated documentation

ROLE SPECIFIC INFORMATION (CONTINUED)	
Knowledge Skills and Delivery (Additional)	• Demonstrable audio-typing and copy-typing skills • Ability to prepare accurate, reliable and balanced summaries of interview
Hours of Work and flexibility:	The postholder will be based at the designated unit; may be asked to travel and work from other locations within the West Midlands, as and when required; and will also be given access to a force laptop to support some home working. Core operating hours of the unit are 07:00 hours to 17:00 hours Monday to Thursday and 07:00 hours to 16:00 hours on Friday. Duties may vary according to operational requirements.