
	<b>HUMBERSIDE POLICE</b> <b>Role Requirement</b>		
<b>Position Title: Domestic Abuse Administration Assistant (DACT)</b>	<b>Grade: SC2/3</b>	<b>Vetting Level: RV</b>	
<b>Overall Purpose of the role:</b> To provide an administrative and analytical support role to the Domestic Abuse Coordination Team, ensuring the timely and effective aggregation of data held on Force systems to provide Domestic Abuse Coordinators with a high quality assessment package to aid in the safeguarding of victims of Domestic Abuse.			
<b>Main Tasks</b>			
<div>1. Conducts urgent and sometimes time critical systems interrogation of relevant information sources, aggregating data and intelligence to aid in the analysis, recording and dissemination of key information to inform robust assessments of risk.</div> <div>2. Ensures that data quality on the appropriate systems is kept to the highest standard, taking remedial action as appropriate and assuring compliance with the Data Protection Act when handling personal data.</div> <div>3. Manage enquiries from other members of the force, external agencies and partnerships via telephone or e-mail, sometimes where there is no readily available precedent or available supervision, ensuring compliance with relevant legislation at all times. Monitoring and recording relevant information or directing to a more appropriate Officer for action.</div> <div>4. Liaise with partner agencies to ensure that efforts to safeguard vulnerable people and manage offending behaviour are undertaken in a holistic way, ensuring that the needs of the victim are at the heart of the process.</div> <div>5. Undertake administrative duties in relation to the timely dissemination of information including referrals to partner agencies, updating cases and circulating appropriate documentation as required.</div> <div>6. Timely and comprehensive interrogation of Force systems to accurately extract and interpret data for operational use.</div> <div>7. Creating, linking and quality assurance of Connect records in relation to Domestic Abuse</div> <div>8. Robust and accurate recording of data in accordance with MOPI guidance and Force policy</div> <div>9. Liaison with internal and external stakeholders to gather the most comprehensive intelligence picture</div> <div>10. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</div>			

Responsibility		Decision Making	
<p>Ensuring that actions do not impede the efficiency and effectiveness of the Command or contravene Practice Directions or financial regulations.</p> <p>Establishing and maintaining good communications and relationships with internal and external partners.</p> <p>Ensuring compliance with security procedures and relevant legislation when responding to internal and external queries for information.</p> <p>Ensuring that risks to the Force/Command which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		<p>The post holder is expected to use initiative, judgement and knowledge to assess the relevance of information, draw logical conclusions and efficiently record information on Force systems within the timescales required.</p> <p>The post holder is expected to make routine decisions in relations to information sharing with partner in line with protocols and legislation.</p> <p>Be able to use initiative and discretion to filter enquiries directed towards PVP allowing officers to maximise their efficiency.</p> <p>Decisions are made within generally defined guidelines but the post holder will be required to use judgment and discretion in dealing with non-routine issues or issues where there is no readily available precedent or available supervision.</p>	
		Additional Information	
		<p><b>Designated Powers:</b> No  <b>Politically restricted:</b> No  <b>Radio Post:</b> No  <b>Uniform Post:</b> No</p> <p>As this post is a Career graded post, to move up to the next level there must be work available at that level and you must be able to demonstrate that you meet all the essential criteria of the higher graded post. Further you must meet the Force attendance criteria.</p>	
Reports To:		Direct reports:	
Domestic Abuse Supervisor (DACT)		None	
<b>Date Approved by Manager / HR Manager:-</b> 12/09/2018 <b>Manager:</b> Luke Vaughan (Organisational Improvement)		<b>Date WFP Approved –</b> 10/10/18 Lauren Hotham	
		<b>Confirmed by post holder</b> <b>Signature</b> <b>Print Name</b> <b>Date:-</b>	

**Person Specification**

		<b>Scale 2</b>	<b>Scale 3 Required in addition to SC 2</b>
<b>Attainments/ Knowledge</b>	<b>Essential</b>	Educated to GCSE standard or equivalent. Literate. Numeratorate. Keyboarding skills sufficient to meet the requirements of the post.	NVQ Level 2 or equivalent in Business Administration related field.
	<b>Desirable</b>	NVQ Level 2 or equivalent in Business Administration related field. Typing/word processing RSA II or equivalent.	Educated to 'A' Level standard and/or BTEC/NVQ Level 3 or equivalent qualification in a Business Administration related field. Knowledge of agencies/partners likely to come into contact with through the Family Protection Team. In depth knowledge of Humberside Police's structure and general policies and procedures. Typing/word processing RSA II or equivalent.
<b>Experience</b>	<b>Essential</b>	Previous clerical experience in an office/clerical environment incorporating use of computer spreadsheets/databases, word processing/typing, general clerical experience including filing, record keeping, telephone queries, ordering stationery etc. Computer input/retrieval.	Previous relevant clerical experience incorporating a wide range of duties such as dealing with non-routine tasks/telephone queries, searching and interrogating computer systems. Experience of using computers to input, amend and extract information. Experience of working in a secure/confidential environment.
	<b>Desirable</b>	Previous relevant clerical experience. Experience of working in an operational Policing / confidential environment.	Substantial clerical experience. Experience of working in a secure/confidential environment.
<b>Skills/ Specialisms</b>	<b>Essential</b>	Well-developed written and oral communication skills. Computer literate. Keyboard skills. Ability to liaise effectively with people at all levels both within and outside the organisation. Demonstrates attention to detail and accuracy in all tasks undertaken within specified deadlines. Ability to work as part of a team. Ability to work with minimal supervision. Personal resilience in handling sensitive material pertaining to serious crime. Flexibility to meet the demands of the post. Willingness to learn and undertake further training as necessary. Flexible approach to duties and working environment in order to meet the needs of the Team.	Well-developed interpersonal skills. Working knowledge of Force systems.
	<b>Desirable</b>	Working knowledge of Microsoft Office Products.	Report writing skills. Computer literate in the use of Police Information systems. Analytical skills to produce well-reasoned theories.
<b>Decision Making/ Problem Solving/</b>	<b>Essential</b>	Ability to organise and prioritise own workload effectively. Possesses an understanding of when to refer matters to supervising officer	Ability to use initiative and make decisions relating to non-routine matters, enquiries etc. for which there may not be a readily available precedent.

Planning		Ability to collate, analyse and evaluate information to conduct accurate and detailed assessments of risk.	Possesses an understanding of when to refer matters to a senior officer. Ability to complete tasks accurately within specified deadlines.
	Desirable	Ability to use initiative and make decisions relating to non-routine matters, enquiries etc. for which there may not be a readily available precedent.	Assertiveness and the ability to remain calm in difficult situations.
Codes of Ethics		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.	
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.	
This role requirement is a management document and therefore subject to change			