

Force Archive Officer

District/Department	Performance & Governance	Rank/Grade	Band B
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Role purpose:	Provide an Archive Service for paperwork/property other than found/evidence. Assist in the management of the storage, review and weeding of the Force Archive Store in accordance with legislative, regulatory, policy and NPCC Guidance on the Management of Police Information (MoPI). Provide expert advice to staff/officers.
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Summary of Main Duties:	
<p>Assist in the management of the storage, review and weeding of the Force Archive Store in accordance with legislative, regulatory, policy and NPCC Guidance on the Management of Police Information.</p> <p>Provide expert advice and assistance to staff/officers and external partners.</p> <p>Maintain the recording IT systems relating to paperwork, Property other than Found (POTF) and other evidence.</p> <p>Apply the authorised professional practice to the Management of Police Information; Decide what information should be reviewed, what information should be retained and which records can be disposed of. ie which no longer have a policing purpose for retention.</p> <p>Contribute to the development of processes and procedures to improve the efficiency and effectiveness of the 'Storage, Review, Retain, Disposal' function, identify and bring problems to the attention of the Force Archive Manager.</p> <p>Deal with enquiries by e-mail, telephone and in person.</p> <p>Decide the retention or disposal of paper records and POTF items using evidence-based risk assessment in line with Information Management Strategy.</p> <p>Maintain accurate and complete records and the audit trail of all activity.</p> <p>Comply with relevant legislation and national and local guidance eg Data Protection Act.</p> <p>Promote compliance with SYP's policies on Equal Opportunities and Health and Safety, both in the delivery of services and the treatment of others.</p> <p>Drive South Yorkshire Police Vehicle when required.</p> <p>Any other duties commensurate with the role.</p> <p>May be required to work after normal hours/weekends on overtime.</p> <p>Be prepared to travel to any location within the Force</p>	

Must be able to lift heavy items.

Post holder will be required to wear a uniform.

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency https://profdev.college.police.uk/competency-values/	CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

Experience, Education and Skills:

Essential Criteria (used for short-listing):

Experience of working in an administrative role.

Experience of dealing with members of the public face to face and over the telephone.

Computer literate with experience of data input and retrieval using Microsoft applications.

Current full manual driving licence.

Desirable:

Previous experience of working with storage systems

Knowledge of First Aid, Manual Handling, Health & Safety and COSHH regulations
