

Secretary

District/Department	Force Wide	Rank/Grade	Band B
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Role purpose:	Provide secretarial/administrative support to District Command Team
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Key Accountabilities:

- Upkeep of diaries, including the booking of appointments.
- Undertake audio and copy typing.
- Operate office, word processing and computer equipment.
- Undertake reception duties and arrange hospitality.
- Maintain and develop administrative, postal and filing procedures.
- Undertake background research appropriate to the post.
- Respond to telephone enquiries, queries.
- Attend meetings, producing notes/minutes of meetings and progressing subsequent action.
- Undertake typing duties required by Senior Officers as appropriate.
- Communicate instructions and information, undertaking chasing as required on behalf of Command Team members.
- Arrange local internal interviews.
- Any other duties commensurate with the grade of the post.

Competencies/behaviours

*Please access the College of Policing website (via Google Chrome) 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	Level 1
We take ownership	Level 1
We are collaborative	Level 1
We deliver, support and inspire	Level 1
We analyse critically	Level 1
We are innovative and open-minded	Level 1

Core values for ALL employees:

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills:

Essential:

Previous experience of working in an Office environment

Previous use of Microsoft Applications including Word and Excel

Must hold RSA Level 2 or equivalent typing Qualification

Previous experience of minute taking