

## Role Profile (CVF)

|                     |     |            |        |
|---------------------|-----|------------|--------|
| District/Department | OSU | Rank/Grade | Band B |
|---------------------|-----|------------|--------|

|               |  |
|---------------|--|
| Role purpose: | To undertake the viewing/processing of offences of speeding or contravening red traffic lights or other traffic offences captured by camera or submitted via tickets and associated tasks. To complete the preparation of prosecution files where necessary. |
|---------------|--|

| Key Accountabilities:  |
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| <p>Record and Process all notices dealt with by this department using appropriate software packages.</p> <p>Deal with telephone calls, correspondence and enquiries from members of the public and communicate with Police colleagues, Magistrates Court Staff and partner agencies using templates attached to software packages.</p> <p>Complete scanning and verification of incoming correspondence on the appropriate systems and assist with the validation of data.</p> <p>Undertake the administrative duties including post, filing, copying, typing and maintenance of files and records.</p> <p>Staff the reception area, this role includes welcoming visitors, contractors and suppliers.</p> <p>Produce record, process and distribute correspondence and reports as required.</p> <p>Ensure quality of evidence and timeliness of completed files and analyse the quality of evidential content when preparing files.</p> <p>Prepare prosecution files for Magistrates and Crown Court in accordance with the Manual of Guidance.</p> <p>To undertake additional evidence gathering as required.</p> <p>Any other duties/tasks commensurate with the grading of the post.</p> |

### 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.

| <u>Competency</u>                     | <u>CVF Level</u><br>Level 1 – Practitioner<br>Level 2 – Supervisor/Middle Manager<br>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   |
| <b>Core values for ALL employees:</b> |   |
| Integrity<br>Impartiality             | Public Service<br>Transparency  |

### Experience, Education and Skills: Ideally between 4 and 6 of each

#### Essential:

Clerical/Administrative experience in a busy Office environment.

Experience of dealing with customer queries on the phone.

Experience of dealing with confidential information.

Accuracy in data inputting and experience of word based systems.

#### Desirable:

Knowledge of or experience of the Criminal Justice System (172 Legislation)

Experience of dealing with members of the public.

WFP (date)