

ROSI / ROWI Typist

District/Department	Criminal Justice Department	Rank/Grade	Band B
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Role purpose:	Produce accurate summarised accounts of tape-recorded interviews of Suspects (ROSI) and Witnesses (ROWI).
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Summary of Main Duties:

Produce summarised unbiased accounts of tape recorded interviews to a standard acceptable for court purposes using word processing equipment.

Be responsible for the security of tape-recorded interviews.

Maintain a register of tape /Recordings of taped interviews.

Liaise with the internal/external agencies.

Ensure completed work is forwarded to relevant person either by electronic transfer or hard copy print out.

Receive, check and distribute appropriate documentation.

Receive, prepare and produce a copy of recorded 999 calls for court purposes.

Prepare related or similar work within the scope of the grade of the post, using either the word processing facility or other equipment.

Any other duties commensurate with the grade of the post.

May be required to work after normal hours/weekends on overtime or to provide cover for bank holidays on a rota basis.

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 employees¹	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills
Essential Criteria (used for short-listing):
Applicants must have a minimum of RSA II or OCR typewriting or equivalent.
Experience in audio typing.
Experience of using Microsoft Word packages.
Must be able to provide accurate typing work whilst working under pressure (You will be required to undertake an audio typing and typing test at interview).
Flexible to work at other locations.
Must be able to listen and hear audio taped conversations. (Successfully pass a hearing test.)
Desirable:
Audio qualification(s).
RSA III or OCR equivalent typewriting/word-processing qualification minimum.
Knowledge of Criminal Justice System.