

Secretary

| | | | |
|---------------------|------------|------------|--------|
| District/Department | Force Wide | Rank/Grade | Band B |
|---------------------|------------|------------|--------|

| | |
|---------------|---|
| Role purpose: | Provide secretarial/administrative support to District Command Team |
|---------------|---|

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.

| <u>Competency</u> https://profdev.college.police.uk/competency-values/ | <u>CVF Level</u> 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 |



South Yorkshire

POLICE

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

Desirable:

Shorthand skills