



South Yorkshire

POLICE

PPW Administrator

District/Department	POD	Rank/Grade	Band B
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Role purpose:	To provide an effective, consistent and high quality administrative support, guidance and solutions service within POD and to its customers.
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Key Accountabilities:

Provides a flexible, customer focussed and professional first line response in providing advice and guidance on a range of enquiries either face to face, telephone and/or email and takes ownership of achieving a satisfactory resolution and escalating where appropriate.

Ensure the accurate maintenance of HR records, including recording of applications such as time away from work, updating absence records and general changes to personal information (when required).

Take ownership of data quality and integrity of information when inputting, amending and extracting information.

As required, maximise the use of IT Systems and equipment to run and create management information and reports

Support colleagues in PPW with project work including initial administration and updating/amending systems.

Undertake employment checks to ensure the accurate completion of reference requests

Organises and plans events as required.

Attends meetings as required including notification and following up of actions, as required.

Undertakes a broad range of administrative duties within PPW such as maintaining an effective electronic filing/recording system.

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

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	CVF Level Level 1 - Practitioner Level 2 - Supervisor/Middle Manager
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	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: <i>Ideally between 4 and 6 of each</i>
Essential:
Educated to GCSE standard or equivalent
Previous experience working in an administrative role
Proficient of Microsoft Office packages e.g word, excel, teams, power point etc
Demonstrates good organisational skills
Ability to demonstrate integrity
Desirable:
CIPD Level 3 qualified or willing to work towards
Previous experience of working within the public sector