



South Yorkshire

**POLICE**

## MARAC/MATAC Admin Support

<b>District/Department</b>	Performance and Governance	<b>Rank/Grade</b>	Band B
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<b>Role purpose:</b>	Provide clerical and administrative support to the MARAC/MATAC team to ensure that victims of abuse and their families are protected from ongoing and future harm through the MARAC process and perpetrators are effectively managed through the MATAC process to reduce offending. This requires working closely with partners to identify risk through timely and appropriate information sharing.
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### Summary of Main Duties:

Provide clerical and administrative support to the MARAC MATAC team.

Liaise with and act as a specific point of contact for various partnership and external agencies to share and extract sensitive information relating to Domestic Abuse Offenders / Victims.

Interrogate various computer systems to retrieve data and disseminate results

Research persons and incidents using Connect, CMS, SMART CONTACT, PNC, PND and record accordingly.

General admin tasks on behalf of the PVP.

### 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.*

<b>Competency</b>	<b>CVF Level</b>
<a href="https://profdev.college.police.uk/competency-values/">https://profdev.college.police.uk/competency-values/</a>	<b>Level 1 - Practitioner</b> <b>Level 2 - Supervisor/Middle Manager</b> <b>Level 3 - Senior Manager/Executive</b>
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 employees:

Integrity Impartiality	Public Service Transparency
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**Experience, Education and Skills:** *Ideally between 4 and 6 of each*

**Essential Criteria (used for short-listing):**

Experience of dealing with sensitive/confidential information.

Experience of Data input, retrieval and dissemination

Ability to compile reports

Competent keyboard skills / typist

Competent in the use of Microsoft Word and Excel, Email and the internet.

Experience of dealing with partner agencies either in person or on the telephone

Excellent communication skills both written and oral

**Desirable:**

Knowledge of Domestic Abuse including MARAC, MATAC, Honour Based Abuse, Domestic Violence Protection Orders

Knowledge of SYP policies, procedures and IS systems

Working knowledge and understanding of GDPR

Experience in a customer service environment