

Job Title: MATAC Administrator	
Job Evaluation Number	C246

JOB DESCRIPTION

Job Title: MATAC Administrator	Location: Forcewide (See advert for location)
Job Family: Business Support	Role Profile Title: BB2 Police Staff
Reports To: Administrative Support Officer	Band level: 2E
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide co-ordination and administrative assistance to MATAC (Multi Agency Tasking And Coordination) Panels and the Local Police Area. MATAC exists to identify standard and medium risk repeat Domestic Abuse offenders, and provide a multi-agency approach to reducing harm and demand caused by those offenders.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Provide administrative support to MATAC panels, but not exclusively, minute taking, preparing reports, sending out agendas and actions and collating responses.
2. Liaise with partner agencies including but not limited to the relevant council and / or non-statutory organisations involved in the MATAC process. Assist in preparing reports and presentations around the progress of MATAC and it's impact on demand and harm reduction. Support the Panel Chairs (NHPT Sergeant) in delivering the reports and presentations to senior management or other agencies.
3. Provide research capabilities (using TVP systems) on the MATAC cohort including the preparation of concise, but informative, reports on cohort members. Manage the regular updating of these reports and use the RFG (Recency, Frequency, Gravity) Matrix to track reduction in offending.
4. Act as a single point of contact for new referrals to MATAC from both within and outside TVP, and assist in signposting the referral to the appropriate Panel Chair.
5. Attend meetings at various locations and Undertake other administrative tasks at the direction of the MATAC Panel Chairs.

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

There will be a requirement to facilitate and attend meetings at locations other than the usual place of work. The activities that the MATAC Administrator undertakes is linked to the Community Safety Partnership Plan for the Local Policing Area. Work place location will be dependent on the role holder and the council(s) being worked in conjunction with. (see job advert)

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d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. A good standard of education, including excellent literacy and numeracy skills with proven communication skills both verbally and in writing, excellent interpersonal skills and a track record in customer service.	E
2. IT literate with proven ability in MS Office in particular Excel & Word and a willingness and ability to learn new systems.	E
3. Proven ability to work on own initiative, excellent organisational skills and ability to prioritise own workload.	E
4. Proven negotiating and influencing skills and the ability to communicate effectively with internal and external stakeholders at all levels and from a diverse range of backgrounds.	E
5. Proven report writing skills are essential, including an ability to quality assure own work and excellent attention to detail.	E
6. The need to be independently mobile due to the nature of the role and requirement to travel Force wide during the day* whilst undertaking all assignments in a timely manner.	E
7. Literate in TVP systems such as Niche, Command & Control and the new CMP is preferable, but not essential as full training can be provided.	D
8. Understanding of the importance of public confidence, community safety and partnership working. A passion for serving the community and protecting the most vulnerable is desirable.	D
Additional comments: * working hours are specific to each role and will be discussed at interview.	