

Job Title: Records & Logistics Administrator	
Job Evaluation Number	C069

JOB DESCRIPTION

Job Title: Records & Logistics Administrator	Location: TVP/Hampshire
Job Family: Business Support	Role Profile Title: BB2 Police Staff
Reports To: Records & Archive Stores 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 an effective storage and logistic service to both forces, including retention and disposal of records (exhibits, paper, tape, microfilm, and frozen samples) and other archived Force assets.

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

The key result areas in the role are as follows:

Delivery – Assist in delivering an effective input, retrieval, disposal and audit service for warehouse tasks that promotes good records management for the Force.

Provide advice and support for records and exhibits coming into the facility by maintaining and applying Retention Schedules and weeding disposals so that records and exhibits are managed appropriately through their life-cycle.

Provide weekly transport runs between the two Forces for all incoming and retrieved material (including paper records, physical property objects, frozen samples, tape and DVD)

Assist in the logistical planning of bulk material around TVP estate and between the two Forces so that records and exhibits are stored appropriately, safely and within prescribed environmental conditions.

Assist in developing capacity projections of physical space, ensuring that there is suitable space in the facility and that any issues are resolved or escalated.

Assist in the placement of all material using powered and non-powered mechanical equipment and manual handling as appropriate ensuring full compliance with prescribed procedures and assist in planning storage layouts to maximise the effective use of available space.

Contribute to the effective running of the unit, arranging maintenance and repairs and ensuring the facility is maintained to the correct standard and escalating any issues when they arise.

Catalogue all incoming material in line with the Management of Police Information (MoPI) guidance and other policies, maintaining high data quality standards to ensure that it can be easily searched, retrieved and disposed of.

Contribute to the classifying, recording and archiving of incoming material (including physical property objects, frozen samples, paper and tape, records for microfilm or electronic scanning) ensuring compliance with policies and procedures, and maintenance of evidential continuity.

Answering and responding to general enquiries and correspondence from external and internal customers, providing advice and guidance or escalating as appropriate.

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Governance - Ensure that the facility is opened and locked following requisite policy and procedures.

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

Further Comments:

Delivering services and advice to two forces with different structures, policies, cultures and systems.

Vetted to the appropriate level to identify and handle sensitive, personal and classified information in accordance with recognised Information Management standards and legislation.

Be prepared to travel weekly between both Forces and additional as and when required.

Be a part of an 'on call rota' ensuring that there is always suitable cover at all times.

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:</i>	<i>E/D</i>
1. Good customer service skills, with attention to detail and deadlines	E
2. Maintain a high degree of integrity and trust when dealing with sensitive and classified information.	E
3. Experience in the use of mechanised handling equipment, Pallet trucks, mobile steps etc.	E
4. Proven experience in working in a warehouse or stores environment with mixed racking and stock control systems, working to the highest standards of safety.	E
5. Proven experience in the use of fork lift trucks or be prepared to be formally trained.	E
6. Proven experience of driving vehicles up to 7.5 tonne gross weight to the highest standards of safety or be prepared to be formally trained.	E
7. Ability to operate within narrow aisle shelving and at a height of up to 4 metres is essential.	E
8. Good standard of education and IT literate.	E
9. Proven experience of managing health & safety in a warehouse / industrial environment	D