

Job Title: Interview Administrator	
Job Evaluation Number	A226

JOB DESCRIPTION

Job Title: Interview Administrator	Location: Milton Keynes
Job Family: Business Support	Role Profile Title: BB2 Police Staff
Reports To: Team Leader (CJ)	Band level: 2D
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: receive, store and administer interview recordings and provide accurate and balanced typed summaries of taped records of interviews between police officers and suspects, working within departmental and force guidelines.

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:

1. Assist in the production of typed statements and full summarised audio transcriptions as and when required. Producing work within the required time limits, prioritising the work and seeking assistance from colleagues where necessary.
2. Receive and process recordings of police interviews Interpret against set criteria the information and evidence contained within that recorded interview, in order to produce an accurate summary of the salient points for use in the prosecution process.
3. Produce full and accurate transcripts and manage the booking in process' once Body Worn Video, 999 calls and PSD interviews have been received and / processed.
4. Check that the Police and Criminal Evidence Act 1984 (PACE) has been complied with.
5. Ensure Master Openings are conducted in compliance with PACE by arranging attendance of required Solicitor and / or member(s) of Crown Prosecution Service.
6. Arrange copies of Interviews for suspects, Solicitors and the Crown Prosecution Service.
7. Be responsible for decision making, treating each case individually on its own merits and implementing disclosure to appropriate parties, i.e. within the confines of the Data Protection Act and other relevant legislation.
8. Use the relevant systems in order to access and search for information as and when necessary.
9. Implement document and recording disposal/destruction in accordance with the Thames Valley Police Destruction Policy.
10. Liaise with internal and external agencies, i.e. Police Officers, Crown Prosecution Service, Courts and other CJ Hubs both face to face and by telephone.
11. Assist other areas of CJ teams in all functions (when necessary).

c. **DIMENSIONS:** Include matters 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:

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Attend relevant team meetings to improve performance.

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. Good standard of Education GCSE Literacy 'C' Level / Grade 4-9 or equivalent with excellent standard of spelling.	E
2. RSA II or equivalent.	E
3. Typing speed, minimum of 40 wpm.	E
4. Must possess a high attention to detail.	E
5. Good working knowledge of Microsoft Word.	E
6. Ability to input, update and retrieve computer information, including databases.	E
7. Experience of audio typing.	E
8. Previous experience of working effectively as part of a team Proven ability to work on own initiative including unsupervised working.	E
9. Good listening and communication skills (both written and verbal) with ability to maintain accurate / legible records.	E
10. Willingness to develop or current understanding of the Criminal Justice system.	E
11. Proven ability to act with integrity and manage confidential and sensitive information correctly (e.g. GDPR compliance)	E
12. Experience of summarising information.	D
13. Recent experience of Excel and working with spreadsheets.	D