

Job Title: TVCJB Administrative Support	
Job Evaluation Number	B473

JOB DESCRIPTION

Job Title: TVCJB Administrative Support	Location: Bicester
Job Family: Business Support	Role Profile Title: BB2 Police Staff
Reports To: TVCJB Programme Manager	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 efficient, effective, confidential and comprehensive support to the TVCJB Programme Manager and other members of the Support team.

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. Provide secretarial support to all Board meetings and sub-group meetings within the Thames Valley Criminal Justice Board (TVCJB) structure, including preparation of minutes and papers, sending out of agenda and papers, ensuring that all outstanding actions are completed in good time and liaise with agencies, to ensure that arrangements are in place for the meetings i.e. provision of parking, accommodation and refreshments.
2. Provide administrative support for TVCJB events such as conferences, networking events and recognition events, including collating proposed attendance lists, delegate packs, sending out invitations and act as the first point of contact for delegates on the day, ensuring that all arrangements at the appropriate venue help to facilitate a successful event.
3. In conjunction with the Community Engagement Officer, administer the TVCJB micro site, regularly updating information, contacting contributors as required, and liaising with IT technical staff, in order to maintain knowledge of how to effectively utilise the system. This will include acting as the first point of contact for the micro site and the administration of the mailbox on behalf of the Board.
4. Maintain general TVCJB information e.g. address book, Consultation Matrix, Board, Performance and delivery group and sub-group membership lists, ensuring that all data is accurate and up-to-date and in compliance with Data Protection.
5. Collate and distribute TVCJB publications such as Newsletters and Annual Reports, in conjunction with the Programme Officer and Community Engagement Officer on a regular basis in order to support the promulgation of information.
6. Maintain regular contact with all criminal justice agencies and consultees, dealing with a broad range of requests and demands to ensure the smooth operation of the Board.
7. Maintains filing and /or record systems in the Thames Valley LAN to ensure accurate and lawful handling of information.
8. Undertakes low level research – comparative work (visits from other Forces, vehicle hire, overnight accommodation, etc).

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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:

Being able to work independently and dealing with difficult customers.

Fast, accurate word processing skills, audio and shorthand are required, together with a high standard of grammar and spelling. The postholder must have experience in a range of Microsoft Office products, including Word, Excel and PowerPoint, together with e-mail, scheduling software, the intranet and the internet.

Liaise and facilitate the requests of a wide variety of contacts, both within Thames Valley Police (up to Chief Officer level) and across all levels, up to Chief Officer level in the partner agencies, ensuring that their needs are met.

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 to A-level standard, NVQ 2 or equivalent.	E
2. Proven inter personal / communication skills developed in a demanding office environment demonstrating discretion, tact and diplomacy.	E
3. IT literate; MS office applications including Word, Excel, Access, Outlook and PowerPoint.	E
4. Ability to work on own initiative and prioritise with excellent time management skills.	E
5. Relevant and recent experience of maintaining good professional working relationships with personnel at all levels.	E
6. Proven ability to communicate clearly and concisely at all levels; negotiate and influence.	E
7. Knowledge of policing policies and procedures.	D