**ROLE PROFILE**

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| **Role Title:** | Evidential Property Administrator | **Leadership stage:** | *1* |
| **JRN:** | 30421 30423 30422  | **Job family:** |  |
| **Band:** | 3 | **Location:** | Location Based |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Department:** | Business Services | **Vetting level:** | RV |
| **Reporting to:** | Team Leader | **Date published:** | September 2022 |
| **Posts responsible for:** | None |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Provide a range of administrative and support services to effectively support the operational work and business planning of the Business Services Department and allocated Area Command/Department by effectively and efficiently managing daily storage, retrieval and disposal of property, this is to include management of high-risk property materials namely but not exclusively to cash, drugs and firearms. |
| **Key responsibilities of the role:** |
| **1** | To provide a property storage, retrieval and disposal service in support of the work of operational officers and staff. |
| **2** | Receive and store items of property seized by police, recording and storing to ensure security of property, provide continuity of evidence and enable its efficient retrieval when required.  |
| **3** | Conduct daily checks on authorised transit locations and facilitate transfer of all items to main property stores.  |
| **4** | Maintain computerised and paper-based records, undertaking support and clerical functions required to internal customers |
| **5** | Specialist storage and disposal of high-risk items i.e. firearms, fireworks, electricals and hazardous substances following strict policies and procedures |
| **6** | Appropriate storage of cash and valuables, following banking policy and audit requirements. |
| **7** | Specialist storage and disposal of bladed articles, following strict policies and procedures. |
| **8** | Handling, recording and arranging appropriate storage and disposal of drugs in compliance with Health & Safety guidelines |
| **9** | Arrange for the return or disposal of property to ensure that the store occupancy is maintained at a minimum |
| **10** | Arrange for property authorised for disposal to be disposed of by auction in order to generate income for the force.  |
| **11** | Attempt to trace the owners of found property or arrange for unclaimed items to be returned to the finder or disposed of in order to provide an efficient and effective service.  |
| **12** | Respond to enquiries in order to ensure complete customer satisfaction to both internal and external customers |
| **13** | Partake in audit process as directed by force policy or line management |
| **14** | Maintain suitable tracking systems for items collected via 3rd parties |
| **15** | Adherence to H&S guidelines when handling all items of property |
| **16** | Assist with the counting and banking of cash items when authorised to do so |
| **17** | Conduct weekly physical inspections of property stores to ensure compliance with H & S legislation |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** Officers/Staff/Other Specialist Departments i.e. DFU, Forensics**External:** Members of the Public, Crackdown, Auctioneer, Registered Charities, Contractors  |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months** |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 6 |  |
| 7 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience |  | A sound knowledge of internal Police systems, and the ability to learn as systems change. | Application/interview/CPD |
| Planning and organising | Must possess the ability to prioritise and organise their work without supervision. |  | Application/interview/CPD |
| Problem solving and initiative | Requires the ability to consider and solve problems using initiative and decision-making ability.  |  | Application/interview/CPD |
| Management and teamwork | Must possess the ability to work in isolation and as part of a team.  |  | Application/interview/CPD |
| Communicating and influencing | Requires strong written and verbal communication skills, and the ability to communicate at all levels. |  | Application/interview/CPD |
| Other skills and behaviours |  |  | Application/interview/CPD |