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| **Police Staff****Business Support Administrator****Business Support****Role Definition:WS029 / 16012/15862/16014/16015** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Business Support  | http://domcms/icons/ecblank.gif | Section: |  Local  |
| Post Title: | Business Support Administrator Property | http://domcms/icons/ecblank.gif | Post Reference: | WS029 / 16014  |
| Post Grade: | Grade B   | http://domcms/icons/ecblank.gif | Location: | Allocated Area Commands  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Team Leader Local |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide a range of administrative and support services to effectively and efficiently support the operational work and business planning of the Business Support Department for property section. |

**Property - ICF 16014**

1. **To provide a property storage, retrieval and disposal service in support of the work of operational officers**
2. **Provide support for the migration of property retained and disposed of in relation to the Northgate property system.**
3. **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.**
4. **Review the need to retain property, ascertain when property can be disposed of and arrange for it return or disposal to ensure that the property kept in the store is at a minimum.**
5. **Arrange for property authorised for disposal to be disposed of by auction in order to generate income for the force, or destroyed in an appropriate manner in order to minimise the contents of the property store.**
6. **Receive and store items of found property; attempt to trace the owners and arrange for unclaimed items to be returned to the finder or disposed of in order to provide an efficient and effective service.**
7. **Respond to internal and external enquiries in order to provide or receive information, referring or redirecting to relevant staff when required to ensure complete customer satisfaction.**