**ROLE PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title:** | Support Services Administrator   | **Leadership level:** |  |
| **JRN:** | 30256 | **Job family:** |  |
| **Band:** | 3 | **Location:** | Location Based |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Department:** | Forensic Services  | **Vetting level:** | MV SC |
| **Reporting to:** | Forensic Submissions Supervisor | **Date published:** | September 2022 |
| **Posts responsible for:** | None  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| To support the submission and processing of forensic exhibits and biometric samples, to undertake a range of clerical and record-keeping and duties that supports the management of all forensic submissions.  |
| **Key responsibilities of the role:** |
| **1** | Support colleagues and Investigating Officers with all aspects of forensic submissions including procedures, paperwork, exhibits and packaging to ensure the integrity of those exhibits is maintained. |
| **2** | Carry out a range of administrative and clerical duties, including the receipt, dispatch and return of exhibits and evidence in line with the acceptance criteria and force procedures. |
| **3** | Process DNA samples in line with CPIA and POFA timescales. Liaise with the National DNA Database to remove an individual’s DNA profile from the system when required. |
| **4** | Receive and collate forensic results and invoices ensuring they are accurately recorded in Socrates and any anomalies are addressed and rectified in a timely manner. |
| **5** | Maintain accurate records to provide management information in order to contribute to the evaluation of overall submissions through the unit; allow for the monitoring of work in progress with Forensic Service Providers. |
| **6** | Communicate effectively and in a timely manner with internal and external stakeholders to resolve issue and to support effective operational policing and partnership working. |
| **7** | Contribute to improving the service and support the implementation of changes to systems and procedures to progress and enhance the work of Forensic Submissions by ensuring competence and flexibility as processes change and develop. |
| **8** | To keep up to date on internal, national and legislative changes relevant to forensic submissions and DNA processing through continuous professional development to provide effective support to the Criminal Justice System. |
| **9** | The post holder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** All Northumbria Police operational delivery and support departments**External:** UK Police Forces, Forensic Service Providers, National DNA Database (Home Office) |

|  |
| --- |
| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
|  |

|  |
| --- |
| **Part D – Continuous Professional Development (CPD) role 6 months**  |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Demonstrable vocational experience in an administrative role. | Undergraduate degree or equivalent academic qualification in a relevant discipline (e.g. Forensic Science, Crime Scene Sciences) | Application |
| Planning and organising | Ability to plan and manage time and prioritise workloads to meet customer needs. |  | Application/interview |
| Problem solving and initiative | Ability to work calmly and accurately under pressure and deliver to tight timescales. |  | Application/interview |
| Management and teamwork | Ability to work effectively as part of a team to achieve successful outcomes. |  | Application/interview |
| Communicating and influencing | Organisational, administrative and interpersonal skills with the ability to communicate to wide range of customers and stakeholders |  | Application/interview |
| Other skills and behaviours | Basic IT skillsDiscretion in dealing with sensitive material and the need for confidentiality. | An understanding of the Criminal Justice System. | CPD/interview |