03/09/2021
Business Services Administrator (Ref WS046 / 20096)

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Police Staff
Business Services Administrator
Business Support
Role Definition:WS046 / 20096

ROLE DEFINITION

Dept / Area Command:	Business Support	Section:	Business Services
Post Title:	Business Services Administrator	Post Reference:	WS046 / 20096
Post Grade:	Grade B	Location:	Forcewide
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Team Leader		
Staff Responsibilities:	Not Applicable		
Purpose:	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.		

Key Responsibilities:-

1. Update records and undertake analysis to ensure the provision of accurate and timely information to support operational policing teams.

2. Assist internal customers with their enquiries, undertaking general clerical and support duties as required, in order to ensure the provision of an efficient and effective service.

3. Maintain computerised and paper based records, undertaking support and clerical functions required to internal customers.

4. Open and sort all incoming postal and electronic mail via the relevant mailboxes, redirecting as appropriate, ensuring that all correspondence is dealt with promptly and efficiently.

5. Conduct audits and governance checks as required.

6. Operational support - including dogs/horses, dog boarding, vets, worming, food supplies.

7. Ordering of stores, equipment and repair provision.

8. Maintain H&S first aid provision and inspection processes.

9. Undertake a range of duties including word processing, minute taking and drafting of correspondence and reports, in order to provide comprehensive support to Operational Senior Management Team.

10. Display performance, profile and campaign information through the relevant communication channel to inform the relevant people within all police buildings.

11. Receipting of Income from Property Department ensuring that the monthly income return is completed and submitted in a timely manner.

12. Management of RFID cards & Warrant/Smartcards.

13 Coordinate the removal of property items from Transit stores in remote sites in support of force property procedures.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.

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