

### **JOB DESCRIPTION**

<b>Post:</b>	Support Officer
<b>Grade:</b>	
<b>District/Department:</b>	Office of the Police and Crime Commissioner
<b>Location:</b>	Police Headquarters, Martlesham Heath, Suffolk
<b>Reporting to:</b>	Chief Executive
<b>Supervised by:</b>	Executive Assistant to the PCC and Chief Executive

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### **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

#### **1. Principal purpose of the role**

- To provide administrative and secretarial support to the Office of the Police and Crime Commissioner as directed.
- To provide administrative support particularly in the discharge of the PCC's commissioning function.

#### **2. Main activities of the role** (this is a non-exhaustive list)

- To provide administrative, secretarial and typing support to the PCC his senior officers and other members of the Office of the PCC as required and directed.
- To provide administrative support in the discharge of the PCC's commissioning function as directed (and in particular by the Head of Commissioning and Governance) to include:
  - commissioning administration eg organising monitoring, handling invoices, logging payments and ensuring all necessary files in respect of grants are up to date;
  - updating the PCC website;
  - taking notes at grant/contract meetings;

- providing the secretarial function for the PCC Fund meetings, including organising meetings and the administration thereto, and preparing consequent decision papers.
  - with the Executive Assistant to the PCC and Chief Executive organising a schedule of PCC visits to grant recipients.
- To provide a secretarial function to the Estates Programme Board, Business Liaison Meetings and other meetings as directed.
- To prepare papers and presentations as required.
- To ensure that actions following meetings are appropriately allocated and dealt with.
- To deal with incoming calls, email and correspondence and general enquiries to the Office of the PCC and action as appropriate.
- To liaise with officers and staff of the Constabulary and with staff from external organisations in relation to the business of the Office of the PCC. This may include personal communication with senior officials and VIPs.
- To prepare briefing folders for the PCC and senior staff where necessary and co-ordinate and/or prepare briefing notes and updates prior to and following meetings and appointments.
- To assist the Executive Assistant to the PCC and Chief Executive and Business Co-ordinator as required and directed but specifically in relation to the post's role to:
  - maintain the central filing system, including the retention and disposal of files and documents in accordance with agreed policy;
  - place orders for all office supplies, process invoices and maintain expenditure records;
  - holder of credit card for purchases from PCC's Corporate Budget;
  - manage the office petty cash account;
  - maintain an inventory of office equipment;
  - maintain a record of staff/volunteers vetting clearances;
  - maintain various registers/records eg staff leave, staff sickness, travel and other expenses, gifts and hospitality;
  - assist as required with updating the PCC website.
  - assist generally with clerical and administrative tasks in the OPCC.
- To provide cover to the Executive Assistant to the PCC and Chief Executive as and when required.
- To undertake any other duties commensurate with the role and grade as required by the Chief Executive.

- To travel as appropriate to support the delivery of the functions of the Office of the PCC.

### **3. Special Conditions / Points to Note**

- The purpose of this job description is to indicate the general level of the duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character of the role or level of responsibility entailed.
- Whilst the role is normally based at Police Headquarters, you may be required to work at other establishments as may be reasonably required.
- The post holder will normally be required to work standard hours but may be required to work at other times as required by the exigencies of the role.
- The post is politically restricted.