



Harm Reduction Support Assistant Role Profile

This Role Profile describes the main areas of responsibility associated with this post along with the knowledge, skills and experience required of the post holder. In addition it describes the key activities and behaviours that the Constabulary expects all employees at this grade to be able to perform and demonstrate. In performing this particular role you may not be required to carry out or demonstrate all of the activities and behaviours described below, however you must be capable of doing so as the post-holder will be required from time to time to contribute to Organisational Objectives which may not be directly related to this role profile.

Rank/Grade

SC4

Reports To

Senior Harm Reduction Advisor

Requirements

Vetting Level: Force Personnel will be vetted to the minimum Police Basic Check (PBC). A higher level of vetting may be required for certain roles or grades and suitable clearance will be required before appointment or deployment.

Mobility: The Force reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

Working Pattern: Normal working hours will average 37 per week or will be pro rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

Standards of Professional Behaviour: All members of Police Staff / Police Officers must comply with these standards.

Driving Licence: The post holder must hold a valid UK driving licence as travel throughout the county will be essential to this role.

Travel: The post holder will be required to travel to meetings around the county.

Training and development: Undertake the required training and development to maintain working knowledge.

Minimum Criteria

Proven computer literacy with experience of word processing and of producing advanced spreadsheets, databases.
 Proven administration experience including simple report writing
 Ability to communicate (both verbally and in writing)
 Ability to understand complex issues and identify risk
 Ability to travel to visit premises and locations
 Experience of working in alcohol licensing is desirable

Policing Professional Qualities

PPQ Category: Policing Professional Framework

Decision making	Decision making
Leadership	Openness to change
Leadership	Service delivery
Professionalism	Professionalism
Public Service	Serving the public
Working with others	Working with others
Working with others	Teamwork
Working with others	Respect

Portfolio Type

Portfolio

NOS Code

NOS Title

Main Responsibilities

The post holder will be required to:

1. Provide a range of computerised, administration support.
2. Prepare reports using computer generated research.
3. Liaise with external agencies and other Forces/Departments, responding to telephone calls and queries.
4. Visit premises to deal with routine licensing related enquiries and to provide advice.
5. Represent the Constabulary at Licensing Reviews, Council Meetings and any other relevant meetings.
6. Maintain online information relating to the activities of the Harm Reduction Team for internal and external customers.