

# SURREY POLICE

## Job Profile

**Job Title:** Member of Central Support Team

**Reports to:** Central Support Team Manager

### 1. Job Purpose:

To provide temporary administrative support on a casual contract basis in a variety of roles and functions for the Force. For example, to cover leave or extended sickness and to carry out a variety of important tasks, from answering telephones, filing, secretarial duties, data inputting, typing and general administration.

### 2. Key Accountabilities:

- 2.1 To operate in line with relevant Surrey Police working practices as laid down by the department supervisor for whom you are working.
- 2.2 To provide secretarial/administrative support, as required.

### 3. Knowledge, Skills and Experience:

**It is essential that the post holder has:**

- 3.1 A minimum typing capacity of 25wpm with 95% accuracy.
- 3.2 Demonstrable experience in an administrative role.
- 3.3 A working knowledge of Word, Excel and Outlook.
- 3.4 The ability to work as part of a team or in some cases entirely alone, demonstrating flexibility and the experience to handle a variety of situations and deal with people from a wide range of backgrounds.
- 3.5 Good interpersonal skills, communication and administrative skills.
- 3.6 Good organisational skills in order to ensure that their workload is managed and prioritised to ensure accurate completion within the timescale required.

- 3.7 Good written communication skills (preferably qualified to GCSE level or equivalent in English) to be able to deal with related enquiries in a professional and accurate manner.
- 3.8 Training will be provided as necessary for any specific or specialist role requirements.

#### **4. Job Requirement**

To provide short term abstraction cover across various geographical locations within the county, sometimes at short notice.

Training will be provided as necessary for any specific or specialist role requirements

**It is desirable that the post holder has:**

A driving licence and access to a car, as our work is located throughout Surrey and a degree of travelling capacity is sometimes required to your work location.