Job title: Property Officer

Main purpose of the role:
Administer property on behalf of Police officers and the organisation to ensure property is stored, recorded and disposed of appropriately in accordance with force policy.

Grade: SCALE 4

Role code: EGE1010

Status: Police Staff

Home Office code: Operational Support

Main responsibilities:
- Receive lost, found and detained property items and enter details onto the Property Management System in order to enable the appropriate cataloguing of items in accordance with policy.

- Review property entries to Property Management System in order to identify property for disposal.

- Clear Property Holding Store on a daily basis of detained property to appropriate main store to ensure property is stored safely and in accordance with force policy.

- Check all detained property is recorded correctly on Property Management System to ensure property is dealt with, stored and banked in accordance with force policy.

- Arrange appropriate disposal of property with outside agencies in accordance with force policy to maintain storage capacity.

- Arrange timely return of any Found Property to the rightful owner once investigation is complete to ensure compliance with force policy.

- September 2014

Vetting level:
Management Vetting required.

Necessary experience:
Person specification

Essential
Experience of working with others, good interpersonal and communication skills and being methodical.

Desirable
Experience of working with members of the public, and the ability to deal with unpleasant exhibits.

Skills

Essential
Good numeric and literacy ability, working knowledge of computer packages, ability to lift and move property with the appropriate aids, (subject to management vetting)
Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to management vetting assessment every 7 years. National security vetting clearances are reviewed every 10 years.

Behaviours:

**Analyse Critically (Level 1)**

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

**Collaborative (Level 1)**

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

**Deliver, Support and Inspire (Level 1)**

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

**Emotionally Aware (Level 1)**

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

**Innovative and Open-minded (Level 1)**

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures for continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.

**Take Ownership (Level 1)**

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

Values:
**Impartiality (Accredited)**

I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate.

**Integrity (Accredited)**

I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation and the wider police service through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit.

**Public Service (Accredited)**

I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services.

**Transparency (Accredited)**

I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately.

**Technical skills:**

**Health & Safety (Level 3)**

Has a basic understanding of Health and Safety issues affecting the current role and working environment. Takes responsibility for personal safety and the safety of others. Aware of hazards and reports problems identified to line manager. Understands and minimises the physical risk of injury through the use of proper manual handling procedures.

**Information Management & Technology (Level 4)**

Can conduct basic computer searches and can correctly interpret data generated. Can create and amend records, according to role requirement. Knows established rules and protocols. Understands impact of data quality, and is self-monitoring on data quality issues.

**Know. of Police Environment & Policy (Level 3)**

Has a basic awareness of current policing issues, the environment in which Kent Police and / or Essex Police operate and developments in the way the County is policed. Possesses sufficient knowledge of the roles of the various Areas / Departments, organisation structures and police systems to operate effectively. Understands appreciates and adheres to working procedures, practices and policies relevant to the current role. Familiar with Force goals and local business plan objectives.

**Mgmt of Police Information (MOPI) (Level 4)**
Full compliance with Level 3. Has successfully completed all standard relevant Information Management and Security training package(s). Accurate use of Government Security Classification (GSC). Ensures physical and digital records are stored with appropriate security relevant to the sensitivity of the documents and has working understanding of appropriate National Retention Schedules. Is able to quality assure own records management processes as well as those of any staff for whom they have supervisory responsibility. Is aware of where to seek further support in relation to Records management within force when necessary.

Office Organisation (Level 4)

Fully conversant with organising an office and able to develop working practices which impact on productivity. Able to adapt and innovate so that the office environment contributes to increased efficiency and effectiveness. Can plan and control office activities to meet objectives. Able to prepare and present management information which facilitates action. Effectively evaluates information/products and makes recommendations on following a course of action.

Office Technology (Level 4)

Demonstrates advanced skills in the use of one or more office software products. Able to use these packages to enhance the quality or presentation of work required within the role. Manages data files and file structures. Provides on the job training and guidance to other staff in the use of specific or specialist software, if required. Familiar with established IT rules and protocols and shows a good understanding of data protection requirements.

Risk Management (Level 3)

Demonstrates an awareness of personal risk management issues, challenges or difficulties likely to affect the post holder in the execution of their duties. Able to anticipate risks likely to affect their work and knows how to communicate the likelihood and possible impacts of such events to line managers or supervisors.

National Occupational Standards: