



Warwickshire
POLICE



West Mercia
POLICE

JOB PROFILE

POST TITLE:	Property and Record Archive Officer
GRADE:	C
DIRECTORATE:	Enabling Services
RESPONSIBLE TO:	Senior Property and Record Archive Officer
LOCATION:	Various locations across both Force areas
JOB PURPOSE:	To ensure the efficient administration, safe custody and prompt disposal of all seized and found property, archive files and records in accordance with Warwickshire Police and West Mercia Policy and Procedures, Financial Regulations, Accounting Instructions and MOPI guidelines.

MAIN RESPONSIBILITIES:

1. To collect, transport and receive items of seized and found property or files ensuring that they are packaged, recorded and stored correctly (e.g. Cash and valuables in the safe, firearms (made safe) and ammunition in gun cabinets). Ensuring that hazardous items are stored and disposed of appropriately and in accordance with Health and Safety guidance and liaison with necessary departments/function as appropriate (eg Economic Crime Unit).
2. To maintain and regularly review all records of seized and found property and archive records (via the ARMs database) within the central store and the temporary stores through the KIM system (or equivalent record system), ensuring that internal and external record storage service standards are adhered to, promoting compliance with the Management of Police Information (MOPI) and driving service standards across the Organisation to ensure records and exhibits are retained in a retrievable state.
3. To prepare and arrange items for transportation to other force locations using the PPL Help Desk booking system, updating the Property Management System and completing relevant paperwork.

4. To ensure the prompt and appropriate return, or disposal, of property items and records to owners/finders/outside agencies/other forces, ensuring the list of items disposed of by auction is reconciled against cash received and all appropriate measures have been taken to return property to the owner. Signpost owners where items are damaged, to Force Policy and Procedure. Ensure disposal methods adhere to Legislation, Force Policy and Procedure, MOPI standards and Firearms Licensing legislation.
5. To use machinery safely, following training, to shred, cut and grind items for destruction in an environmentally friendly manner and to arrange the disposal of non-recyclable destruction residue.
6. To preserve the integrity of property, records and stores in line with legislative requirements ensuring appropriate controls are in place for the handling of cash, valuables, drugs and weapons.
7. To provide advice and guidance to Police Officers and Police Staff on issues relating to Seized and Found Property and archive records, including all aspects of handling and packaging property and providing appropriate training as deemed necessary, including drug seizures and correct protocol.
8. To continually monitor the contents of the safe and arrange for additional insurance cover where required. Identifying cash which needs to be banked, the preparation of relevant paperwork, the transportation to business support and corroboration in the counting of cash. Where cash is retained for more than 7 days, ensure that appropriate authority is obtained.
9. To operate, in line with the appropriate strategy, policy, practice and procedures more specifically the Seized and Found property procedures and attend court as a Property Officer witness and supply statements, when required.
10. To ensure the efficient and effective use of the Force Property Management System, maintaining the integrity of exhibits, promoting compliance in accordance with financial regulations and accounting instructions relating to seized and found property.
11. To ensure that all data and information related to the Seized and Found Property and Record Archive function is maintained and managed in accordance with good practice in respect of its Confidentiality, Availability and Integrity and that appropriate contingency arrangements are in place regarding the function's service delivery, ie ensuring exhibits and files available for court cases.

12. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required including providing cover for colleagues, and training of new Police Officers and Property Officers..	
Special Conditions:	<ul style="list-style-type: none"> • Uniform • Fire Warden • Frequent Physical Effort required • Exposure to disturbing/unpleasant images or tasks. • Wearing of Personal Protective Equipment • Requirement to Drive Force Transportation Vehicles
Security level:	Management Vetting

PERSON SPECIFICATION

Knowledge:

- 5 A – C grade GCSEs (including English Language and Maths), or equivalent.

Experience:

- Previous administrative experience in a busy office environment, including the ability to maintain accurate records.

Key Skills:

- Proven ability to build effective working relationships and operate as part of a wider team.
- Excellent and effective interpersonal skills.
- Ability to operate calmly and professionally under pressure.
- To operate with sensitivity and tact.
- Ability to work on own initiative.
- Ability to drive.
- Competent in the use of IT packages including Microsoft packages or equivalent.
- Proven ability to co-ordinate a wide range of tasks and be able to manage large volumes of work.

PERSONAL QUALITIES LEVEL: PRACTITIONER

Serving the Public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.