

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Audio and Copy Typist
SCALE:	3
SUPERVISION AND CONTROL:	Audio and Copy Typing Supervisor
PLACE OF WORK:	Justice Department

PURPOSE OF THE JOB:

Preparing balanced and accurate summaries of PACE interviews in accordance with Home Office Guidelines. To provide an accurate and timely audio and copy typing service for Northamptonshire Police.

MAIN RESPONSIBILITIES:

1. To produce a balanced and accurate summary of the salient points within the PACE interview, deciding where to include verbatim and summary text with reference to the Police National Legal Database. Preparing the summary to be reviewed and exhibited by the Interviewing Officers.
2. To provide an accurate and efficient audio and copy typing service for the Justice Department and other Northamptonshire Police Departments, to include typing witness statements, full transcripts of victim and witness interviews and 999 calls as required, ensuring all are appropriately formatted.
3. Identify any specific breaches of PACE in the interview recording to the Audio and Copy Typing Supervisor. Inform the supervisor where notes of interview lack key information.
4. Support relationships, systems and processes, identifying improvements in working practices.
5. Prioritise workload to ensure all work leaves the department within agreed timescales to meet court deadlines.
6. Assist the Audio and Copy Typing Supervisor with training of new starters.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post

holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be subject to the conditions of service of the Police Support Staff Council.

The annual leave entitlement is 22 days (pro rata) with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

Audio and Copy Typist

ESSENTIAL CRITERIA

- 1.** Computer literacy, with audio and or typing skills demonstrated to OCR/RSA level 2 standard or equivalent (test may be required).
- 2.** Clear verbal and written communication skills demonstrating an excellent command of the English Language.
- 3.** Ability to make sound decisions within the parameters of procedures and guidance.
- 4.** Experience of working to deadlines and delivering results through effective planning and organising of work, demonstrated by the ability to prioritise own time and workload methodically and accurately even under pressure.
- 5.** Demonstrate the ability to respond to change in the working environment by showing a willingness to adapt and be flexible in changing circumstances.
- 6.** Experience of diverse team working demonstrated by an understanding of how own objectives fit into team objectives.
- 7.** Good interpersonal skills demonstrated by the ability to maintain working relationships with a diverse range of people.
- 8.** Knowledge of Windows based applications.
- 9.** Demonstrate a level of awareness of equality and diversity issues appropriate to this role.

DESIRABLE CRITERIA

- 1.** Understanding of Police and Court Procedures, including the Police and Criminal Evidence Act.
- 2.** Experience of Force IT Systems.
- 3.** Experience of training staff.