**EXTERNAL**

**PROPERTY OFFICER – FORCEWIDE VACANCIES – SUPPORT COMMAND**

**REF 146/22- Current vacancies are Peterlee Police Station - to be** **based at Thinford, from the Spring 2023. plus potential future vancancies**

**Location**: Current vacancy is based at Peterlee Police Station – will be based at Thinford, Spennymoor from the Spring 2023.

**Salary:** Scale 3£20,118 - £21,399 pro rata

**Hours:**  37 Hours per week Monday to Friday

**Job type**: Permanent

**Qualifications**: 4 G.C.S.E. levels (Grade 9 to 4/A to C) including English Language or Literature and Maths or an approved equivalent.

**If you possess an equivalent qualification you must clearly outline this on your application. Failure to do say may result in your application not being progressed.**

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>

**Successful candidates will be required to provide copies of all relevant qualifications.**

**Closing date: Monday 11th July 2022, 5 pm**

**Candidates will be contacted via email in relation to the recruitment process and are advised to also check Junk/Spam folders for email updates.**

For more information on the role please contact HR on [human.resources@durham.police.uk](mailto:human.resources@durham.police.uk)

**Vetting**

Durham Constabulary has a strict vetting requirement, and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service.  In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years  and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

**Tattoos**

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary

**Positive Action**

Positive Action aims to increase recruitment applications from all underrepresented groups. People with language skills, different cultures and backgrounds are encouraged to apply to our organisation. We are committed to building our relationships with minority communities and encouraging them to join our policing family.

On request wherever possible we may be able to put individuals in touch with an appropriate officer/member of staff who shares a similar protected characteristic/need or has identified themselves as a specific point of contact to provide support and assistance, in respect of an enquiry or progression through the recruitment and selection process.

We particularly welcome applications and the opportunity for informal discussion with individuals from the following underrepresented groups, Black, Asian and Minority Ethnic Groups, LGBT+ and those who consider themselves to have a disability as defined by the Equality Act 2010.

Please note that all formal applications made to Durham Constabulary for employment will be based on merit.

Durham Constabulary is a Disability Confident Employer. We guarantee the offer of an interview to applicants who meet the essential criteria for a post.

**To apply**

To apply for this role as a member of police staff completed application forms Pers 198 should be returned to [human.resources@durham.police.uk](mailto:human.resources@durham.police.uk).

***Durham Constabulary is a Disability Confident Employer. We guarantee the offer of an interview to applicants who meet the essential criteria for a post.***

**Hard copy applications will not be accepted.**

**Please note that Curriculum Vitaes (CVs) will not be accepted.**

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**DURHAM CONSTABULARY**

**JOB DESCRIPTION**

**JOB TITLE:** Property Officer

**DEPARTMENT:** Business Services, Support Services

**SCALE:** Scale 3

**RESPONSIBLE TO:** Property Supervisor

**JOB PURPOSE:** To manage the storage, retrieval and disposal of Force Evidence Related Property

**MAIN DUTIES AND RESPONSIBILITIES**

1. To undertake tasks in relation to the management of Force Evidence Related Property

* Manual handling and storage of property
* Retrieval of property
* Operation, interrogation and updating of the Force Evidence Related Property System
* General clerical related tasks such as filing, photocopying, preparing letters, telephone queries.

1. To ensure adequate resources and supplies are maintained to allow an effective property management process to be operated by officers and staff.
2. To carry out agreed procedures with particular regard to the relevant policies and procedures pertaining to the operation of the seizure, retention and disposal of all Force Evidence Related Property.
3. To deal with property enquiries from and arrange return of property to members of the public and other organisations, by telephone or face to face.
4. To input, interrogate and retrieve data from Force systems and present data as necessary.
5. To ensure that exhibits are made available in a timely manner as and when required.

**The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore many vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.**

**DURHAM CONSTABULARY**

**PERSON SPECIFICATION**

**JOB TITLE:** Property Officer

**DEPARTMENT:** Business Services

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| --- | --- | --- |
| **EMPLOYEE** | **ESSENTIAL** | ASSESSMENT **CRITERIA** |
| Educational Attainment/  Professional Qualifications | * 4 G.C.S.E. levels (Grade A to C) including English Language or Literature or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of English | * Sift / Interview |
| Work Experience | * More than 3 months administrative experience |  |
| Knowledge/Skills/  Aptitudes | * Numerical skills, e.g. addition, subtraction, simple multiplication or division, simple statistics * Enhanced literacy skills, e.g. composing either original memos, letters or short reports on a regular basis, statement writing * Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand | * Sift / Interview * Sift / Interview * Sift / Interview |
| Disposition | * Able to work under pressure to meet specific deadlines * Able to work on own initiative as well as part of a team | * Sift / Interview * Sift / Interview |
| Special Requirements | * To be of the highest integrity * To have a respect for diversity and be committed to the principles of Equal Opportunities | * Sift / Interview / Vetting * Sift / Interview |

**DURHAM CONSTABULARY**

**CONDITIONS OF APPOINTMENT**

**FULL TIME PROPERTY OFFICER**

**1. SALARY**

Annual salary will be Durham Constabulary’s Scale 3:

£

20,118

20,535

20,958

21,399

**2. PENSION**

New employees will be automatically enrolled into the Local Government Pension Scheme.  The successful applicant will have the right to opt out of the Pension Scheme once they have commenced employment.

**3. SICKNESS DECLARATION & MEDICAL SCREENING/ EXAMINATION**

All applicants should note that Durham Constabulary applies stringent sickness absence criterion. All appointments will be subject to satisfactory pre-employment medical screening. During these pre-employment checks the Constabulary requests sickness details from your previous employer(s). Following screening the successful candidate may be required to attend for a medical appointment.

**4. ANNUAL LEAVE**

Annual leave will be calculated on a pro-rata basis according to the number of hours worked per week. Annual leave for a full time employee (37 hours per week) will be a minimum of 26 days rising to a maximum of 31 days after 5 years continuous service.

The maximum entitlement of 31 days will also apply to those successful applicants who currently have 5 years continuous service as a member of Police Staff with a Police Authority; Scottish Joint Board; National Crime Squad; National Criminal Intelligence Service; Centrex; Police Service of Northern Ireland; non-Home Office Forces; the Metropolitan Police or as a member of a Local Government Authority. The foregoing leave is in addition to normal public holidays.

The annual leave year runs from 1st January to 31st December and those who commence employment during the year will be entitled to a proportion of the annual leave entitlement.

**5. PERIOD OF NOTICE**

The appointment will be terminable by 4 weeks notice in writing on either side, subject to the provisions of the Employment Rights Act, 1996.

**6. PROBATIONARY PERIOD**

Appointment is subject to a Probationary Period of six months, unless you are required to attend a training course that exceeds 4 weeks, then your probationary period will be extended accordingly.

**7. TRAINING**

Durham Constabulary has a positive policy towards identifying and meeting the training needs of all of its’ staff and it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation, but he/she may be required to attend job related short courses.

**8. RETURN OF SERVICE/REFUND OF COURSE FEES**

If you do not serve for a minimum of 2 years with Durham Constabulary you may be required to refund the costs for any training courses undertaken.

**9. OFFICIAL SECRETS ACTS**

Upon appointment with Durham Constabulary all employees will be subject to the provisions of the Official Secrets Acts, 1911, 1920 and 1989 and will observe secrecy in all matters that may come to their notice whilst in the performance of the duties allotted to them and will only divulge such matters if compelled by law or upon the instructions of the Chief Constable, or other supervisory officer.

**10. VOLUNTARY RESERVE FORCES**

Staff may participate in the Military Voluntary Reserve Forces. These are defined as The TA; the Royal Navy Reserve; the Royal Marine Reserves , the Royal Auxiliary Air Force, the Royal Air Force Volunteer Reserve Training RAFVR (T), Air Cadet Organisation, Sea Cadets, Adult Warrant Officer (AWO) or civilian instructor. Authority to do is sought from the Chief Constable.

**11. POLITICAL RESTRICTIONS**

The Chief Constable is committed to creating a totally anti-discriminatory and inclusive police service therefore no member of Durham Constabulary may be a member of an organisation whose constitution, aims, objectives or pronouncements contradict the general duty to promote equality.

**12. ACCOMMODATION / LOCATION OF POST**

Forcewide vacancies -These posts are based at Peterlee, Police Station . You will be employed at the new Constabulary Custody Facility, DurhamGate, based at Thinford, from the Spring 2023, exact date to be confirmed

**13. EQUAL OPPORTUNITIES POLICY**

Durham Constabulary requires a respect for diversity, encourages and is committed to the principles of Equal Opportunities.

**14. WORKING HOURS**

37 hours per week, Monday to Friday.

**15. TRAVELLING EXPENSES**

Expenses will not be paid for any part of the recruitment procedures.

**16. OTHER CONDITIONS**

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service.  In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years  and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption and Vetting Unit.

All Police Staff regardless of role will be subject to random testing for drugs as per force policy.

If successful in your application for the role of Front Counter Clerk, please note that you will not eligible to apply for any internally advertised Police Staff posts within your first 12 months of employment.

**17. TATTOOS**

Any tattoo anywhere on the body that is:-

* obscene,
* or advocates sexual, racial, ethnic, or religious discrimination, by written word or design

is prohibited. The presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

Tattoos which are visible on the face, scalp, ears, neck and hands are not considered appropriate for those who are in public facing roles.

**18. CANVASSING**

Canvassing, either directly or indirectly, is prohibited.

**19. ADDITIONAL BUSINESS OR EMPLOYMENT**

Employees must devote their whole-time service to the work of the Chief Constable and must not engage in any other business or take up any other employment without the written consent of the Chief Constable.

**20. SMOKING POLICY**

Durham Constabulary operates a “No Smoking” policy.

**21. CLOSING DATE**

The submission deadline for applications is **Monday 11th July 2022, 5pm**

**22. GENERAL – IMPORTANT DATES IN THE PROCESS**

Applications will not be acknowledged, and if you do not hear from us within six weeks you can assume that you have been unsuccessful. Should this be the case we would like to thank you for your interest in this post.

Where possible, specific dates for assessment (if applicable) and interview for this post have been identified and details are given below. Unfortunately, we are not always able to offer alternative dates.

**23. APPOINTMENT OFFER / ANTICIPATED DATE FOR FILLING THIS POST**

We hope to make a conditional offer of an appointment approximately one month after the closing date. The appointment offer will be subject to satisfactory pre - employment clearances including medical screening, recruitment vetting checks and employment references. Should any clearance prove to be unsatisfactory we reserve the right to withdraw any offer of employment made. A starting date will be agreed following receipt of satisfactory clearances, taking into account notice periods required.

This post will be filled as soon as practicable.

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