



# SBAA/BFC LEC INTERNAL/EXTERNAL ADVERT



## DIVISIONAL ADMINISTRATOR OFFICER

HR/22/185

**VACANCY NOTICE: HR/22/185**

### GRADE

Local Administrative Officer (LAO)

### EXTERNAL SALARY:

€21,439.00 per annum

### Scales/Salary

Level Transfer or Promotion, the successful candidate will retain their Terms and Conditions (Old TACOS Employees Under a Pension Scheme will be moved on SBAA old TACOS)

BFC: BFC Band 8

SBAA: SBAA 5

New Terms and Conditions: LAO

### CONTRACT TYPE

**Internal Candidates: Full-Time, Temporary Development Opportunity until 30/11/2024**

**External Candidates: Full-Time Fixed Term Appointment until 30/11/2024**

### HOURS PER WEEK

BFC:36.25

SBAA: 37.50

NEW Terms and Conditions: 37

### LOCATION

SBA Police Akrotiri, M1 Road Kolossi

### ELIGIBILITY

**To be eligible to apply for this role, you must be a Cypriot National.**

**This advert is running concurrently both internally and externally. Priority will be given to internal candidates**

Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

Applications from individuals that have either reached or passed the BFC / SBAA Normal Retirement age of 64 will not be accepted.

**Candidates before the interview will undergo a written examination in translation English to Greek and vice versa and Typing skills test.**

### CLOSING DATE

**Thursday 1<sup>st</sup> December 2022, Midnight, Local Cyprus Time. Late applications will not be accepted.**

### ESSENTIAL CRITERIA FOR THE ROLE:



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- Relevant administrative / clerical experience
- High degree of competency in computer usage, including Microsoft Office package (Word, Excel, Outlook, Power Point) and electronic filing practices
- Very Good knowledge of Greek and English both written and spoken.
- Numeric and financially aware.
- Ability to work without any supervision.
- Ability to multitask.
- Ability to handle confidential material.
- Excellent Interpersonal Skills.
- Stress management.
- Drive and Determination.
- Integrity of character and confidentiality.
- Be prepared to self-drive an MT vehicle (and prepared to maintain or obtain FMT600) to attend meetings across WSBA and ESBA or occasionally in the Republic of Cyprus.

## **DESIRABLE:**

**For specific details of the role please refer to attached JOB DESCRIPTION.**

## **TO APPLY FOR THIS POSITION:**

You must complete the application form and include evidence of how you meet the following

## **CORE COMPETENCES:**

- Working together
- Communicating and Influencing
- Managing Customers and Suppliers
- Analysing and Using Evidence
- Improvement and Change

## **ADDITIONAL INFORMATION**

The recruitment process is a fair and open competition and people will be judged on their own merit.

## **HOW TO APPLY:**

1. To apply for this role please complete the application form located at the following link: [External SBAA BFC Application form & SBAA BFC Internal Application Form](#)
2. This role is assessed through the use of a competency framework. For specific details please refer to: [Internal Core Competence Framework](#) & [External SBAA BFC Core Competence](#).
3. For further information about the role and process involved please contact the Line Manager by telephone: **Mrs Nicolina Leantzi Michaelidou, Tel No: 2596 7203**
4. For further recruitment information and guidance please refer to: [Cypriot Nationals Q&A Application Process](#)
5. Once completed **electronically** please send your application by email to: [BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk](mailto:BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk)



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Only electronic applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted. Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered

Incomplete forms will not be sifted, please ensure that you complete all the sections on the form.

Only send your application, no CV or any other attachments to the Recruitment group mailbox, please do not attempt to send the application to the Recruiting Line Manager as they will not be able to accept it until it is forwarded through the Recruitment Officer for interview sift evaluation.

**Please Note:**

You will receive an email to let you know whether or not you have been successful to reach the interview stage, you will only receive feedback of your performance from the interview stage.

## JOB DESCRIPTION

*(To be reviewed at recruitment or annually at beginning of Reporting Year)*

<b>POST TITLE</b>	Divisional Administration Officer		
<b>Area/Section</b>	AKR/SBA Police	<b>Establishment No</b>	
<b>Grade</b>	BFC Band 8/SBAA 5/LAO	<b>Grade Priority</b>	1
<b>Full Time/ Part Time</b>	Full Time	<b>No of Established Hours</b>	36.25-37.00-37.50
<b>Required Security Clearance</b>	Official Sensitive	<b>Position CYN/UKFM</b>	CYN
<b>Current Incumbent Name</b>		<b>Employed by BFC or SBAA</b>	SBAA
<b><u>Brief Description of Role</u></b>			
Provide administrative duties supporting the Divisional HQ.			
<b><u>Responsible to</u></b>			
(A wiring diagram of the Dept indicating the post may be useful, please attach)			
Divisional Commander, Deputy Divisional Commander, Chief Inspector 1 <sup>st</sup> Line Manager: Office Manager (W) 2 <sup>nd</sup> Line Manager: Deputy Divisional Commander (W)			
<b><u>Priorities (list in order)</u></b>			
<ul style="list-style-type: none"> <li>• Co-ordination of operational administrative requirements within the division, these include preparation of formal responses to correspondence, production of Divisional and Force Orders/ Information, ensuring an appropriate audit trail for future reference.</li> <li>• Translating various documents/correspondence received within the Division from Greek to English and vice versa, including formal statements that can be used in criminal</li> </ul>			



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proceedings.

- Attend and document sensitive meetings, covering operational, personnel and discipline matters, assuming action manager responsibilities where necessary.
- Liaise with Communities and key members, including partner agencies on behalf of the SMT, to progress Divisional objectives and community initiatives often for the benefit of the wider SBAA.
- To undertake Major Incident Room duties as required.

<u>Responsible for (Tasks/Duties)</u>	<u>Percentage (%) of time spent during the working week on each task<sup>1</sup></u>
<ul style="list-style-type: none"> <li>• Supporting police operations by arranging planning meetings, ensuring administration actions deriving from these meetings are completed (MASBAA requests, firearms permits).</li> <li>• Translation into Greek/English of documents and correspondence as required, including formal statements that can be used in criminal proceedings.</li> <li>• Administration duties – these include responding to correspondence; in written and electronic format, preparing Divisional and Force Orders/ Information, Operational Orders etc, weekly Operational Programme, Divisional Establishment, ensuring relevant circulation and recording, Time Register. An audit trail of information and decisions must be readily retrievable to evidence decision making.</li> <li>• Taking and preparing minutes of various divisional command meetings (approximately 80 plus meetings per year), ensuring confidentiality and tracking of actions. These must be to a standard that may be produced as evidence.</li> <li>• Preparation and submission of internal criminal/discipline notices and forms, tracking replies and co-ordinating decision procedures, handling confidential correspondence and records associated with these cases.</li> <li>• Monitoring of correspondence, written and electronic, both internal and external for the</li> </ul>	<ul style="list-style-type: none"> <li>• 15</li> <li>• 10</li> <li>• 20</li> <li>• 15</li> <li>• 5</li> <li>• 10</li> </ul>



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<p>Division, co-ordinating responses/replies as necessary</p> <ul style="list-style-type: none"> <li>• Monitoring of enquiries with regards to Business licenses (Area Office correspondence), Firearms licenses (re VIPs visits to SBAA) and co-ordination of SBAP responses.</li> <li>• Provide assistance for Power Point and other presentations required for operational matters.</li> <li>• Schedule and diary (electronic and manual) coordination – arranging divisional command meetings both internal and external with key partners.</li> <li>• Assisting coordination of SBAP events that support community cohesion.</li> <li>• Undertake Major Incident Room duties as required, where input of electronic records are necessary in both Greek and English.</li> <li>• Deputising for the Office Manager in her absence.</li> <li>• Any other duties assigned by the Office Manager/SMT.</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> <li>• 2</li> <li>• 4</li> <li>• 6</li> <li>• 3</li> <li>• 3</li> <li>• 2</li> </ul>
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**All employees are**

- To undertake ad-hoc duties, as required, that may be reasonably expected by the **line manager but are commensurate with the grade, and within the unit objectives.**
- To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies.

**Competences required**

**Essential:**

- Working together
- Communicating and Influencing
- Managing Customers and Suppliers
- Analysing and Using Evidence
- Improvement and Change

**Desirable:**

- Programme and Project Management
- Leadership & Developing People

**Training/qualifications required for the post**

- High degree of competency in computer usage (aware of databases, spreadsheets, power



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point)

- Good knowledge of Greek and English both written and spoken
- Numeric and financially aware
- Ability to work without any supervision
- Ability to multitask
- Ability to handle confidential material
- Interpersonal Skills
- Stress management
- Drive and Determination

### **Equal Opportunities Responsibilities**

The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.

### **Health & Safety Responsibilities**

The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

<b>Originator: Line Manager</b>		<b>Employee:</b>	
<b>Signed:</b>		<b>Signed:</b>	
<b>Date:</b>		<b>Date:</b>	