

**PARISH OF ST BRELADE
JOB DESCRIPTION**

JOB TITLE: Honorary Police Assistant Administrator
SECTION: St Brelade's Police Station
REPORTS TO: HP Administrator/Connétable/Chef de Police
HOURS: 15 contracted hours + additional hours as agreed

Job Purpose

To assist the HP Administrator to provide a comprehensive administrative service for the St Brelade's Honorary Police, ensuring deadlines are met, thereby supporting the efficient operation of the Policing and Judicial process in the Parish.

To assist the HP Administrator with the day to day running of the Parish Police Station ensuring effective procedures and processes are in place and that information is kept secure and in accordance with Data Protection principles.

Key Accountabilities:

Parish Hall Inquiries ("PHIs"):

1. Organise dates for Parish Hall Inquiries and prepare the Centeniers' Duty Week Rotas. When a prosecution is destined for Court, organise a date with the Court ensuring Centenier availability to present the case. Update the "Western Parishes" Court Dates Circular and ensure it is promptly circulated to the necessary parties.
2. Review prosecution documentation prepared by St Brelade's Honorary Police Officers for accuracy and completeness of evidence and recommend amendments to the Officer prior to submission to the Criminal Justice Department of the States of Jersey Police ("SOJP").
3. Review SOJP Officers' prosecution documentation received from the Criminal Justice Department to ensure all required evidence and information is available for the PHIs. Prepare the Centenier's documentation required for each PHI.
4. When a PHI results in charging for Court, prepare the Court bundle on behalf of the Centenier liaising with SOJP, the Court and other necessary parties.
5. When defendants fail to attend PHIs, prepare Summonses for attendance at the Court as required, liaising with SOJP, the Court and other necessary parties.
6. Maintain accurate and up to date information regarding pending and completed cases. Process documentation, once a case is finalised, in accordance with the Parish's Retention Schedule.

Honorary Police Assistant Administrator
OCT 2023

Parking Parish Hall Inquiries:

7. Organise Parking PHIs for non-payers of Parochial Notices of Referral and Excess Charge Notices including all necessary correspondence. Record and maintain documentation relating to parking offences within the Parish.

8. Issue Summonses to attend the Parking Court, when necessary, on behalf of the Parish, the Government's Parking Control Section and the Ports of Jersey.
Co-ordinate with the Court office for suitable dates, ensuring Centenier availability. Produce the Court bundles for the Centenier to present in Court.

Rates Parish Hall Inquiries:

9. Liaising with the Parish's Rates Administrator, organise Rates PHIs for people who have not returned their annual forms including all necessary correspondence in accordance with the Rates (Jersey) Law. Record and maintain documentation once a case in accordance with the Parish's Retention Schedule.

Arrest Orders:

10. Record and maintain documentation of Court Arrest Orders, specific to St Brelade, liaising with the Court and Viscounts Department, as appropriate.

Station Administration:

11. Receive and record monies for fines and other charges made by the St Brelade's Honorary Police and pass to the Parish Financial Controller for processing and banking.

12. Support the operational running of the Honorary Police, as required by the Chef de Police and Centeniers, make recommendations and implement improved office practices and procedures, provide general information and assistance to enable the smooth and efficient running of the Station including dealing with enquires from members of the public in person, telephone or email.

13. Provide administrative support to Honorary Officers in relation to undertaking checks on:

- Persons on curfew within the Parish to ensure they are meeting their curfew conditions, liaising with the prison and other authorities as needed,
- Licensed premises to ensure they operate in accordance with the Licensing (Jersey) Law 1974.

14. Log and coordinate with the Parish Administration Office and SOJP any Lost Property or Found Property handed in or reported to the Police Station.

15. Maintain office files in accordance with the Parish's Retention Schedule.

16. Undertake any other reasonable duties as requested.

Knowledge and Experience

The postholder should possess proven secretarial or administrative experience together with excellent organisational skills and the ability to work independently using their own initiative. They should be pro-active in responding to general issues and finding solutions to administrative issues. A key attribute is the willingness to be flexible and respond to the requirements of the Police Station.

The postholder must be able to demonstrate good attention to detail as Parish Hall and Court papers must be accurate, timely and completed in accordance with legislation. They must have a sound knowledge of the Parish Hall Inquiry system and/or Court processes and ideally a policing background ensuring an understanding of the terminology used be it legal or criminal.

Good communication skills are essential as the postholder will be dealing with a wide range of people such as members of the public, judicial authorities, government departments and parishioners. They will also need to establish an excellent working relationship with the Honorary Officers, even though they often work out of office and unsociable hours making regular, personal contact challenging.

The postholder must possess good written and numeracy skills. They should be confident in the use of IT, with a willingness to learn in-house systems and be proficient with Microsoft Teams and Outlook.

Confidentiality and discretion are essential to this role.

A good local knowledge and familiarity with Island and parish life would be advantageous.

Job Context

Parish Hall Administration

The Parish Hall Administration staff provide a wide range of services to the parishioners of St Brelade. The majority of the work relates to legislative requirements such as issuing driving licences, dog licences and other permits, processing parish rates and updating the Electoral Register. In addition, the parish runs a number of events including Parish Assemblies and Public Elections as well as various social activities such as fun days, lunches and fairs. Members of staff therefore need to be able to offer a degree of flexibility in their working hours to accommodate these occasions. The Parish Hall also provides a reception service to parishioners and visitors, offering advice and guidance on all aspects of parish and island life. The Caretaker takes responsibility for day to day care of the Parish Hall buildings and equipment and makes sure facilities are open and welcoming to visitors.

Municipal

The Roads Team of the Municipal Section are responsible for approximately 65 hanging baskets and 40 planters around St Aubin's Village and Les Quennevais. In addition, they have care of the parish by-roads, numerous footpaths, estate gardens, lawns and plant borders around the parish. The team consists of Road Sweepers, Gardener and the Municipal Services Manager; they form an integral part of maintaining the visual infrastructure of the parish from carry out tasks such as cleaning the roads and gullies, cutting hedges and trees and spreading salt in case of snow.

In addition to the Roads Team, the parish employs a part time Playpark Attendant who opens and closes the Elephant Park and makes sure it is kept in a safe and tidy condition for users.

Honorary Police Assistant Administrator
OCT 2023

Two Cemetery Attendants are responsible for grave digging and the maintenance of the cemetery to the highest standards, working closely with the Verger and church authorities. They also attend to the land around the rectory, the car parks and other areas around the Church and Church Hall. Other duties include supporting the Verger and Rector in a range of tasks that assist the smooth running of the church facilities.

Honorary Police Administration

Supporting the work of St Brelade’s Honorary Police are two further posts of Honorary Police Administrator and Assistant Administrator. They provide the day to day support for parish policing and judicial processes.

Church Administration

St Brelade’s Church is a key landmark in the island as well as being a vital centre for worshippers. The Verger provides a caretaking role for the Church, Fisherman’s Chapel and other ancillary buildings on behalf of the Rector and church authorities, welcoming worshippers and visitors and assisting with the planning and preparation of the church for weekly services, weddings, baptisms and funerals.

I confirm that the contents of the job description are a true reflection of the job as at today’s date but recognise the employer’s ability to utilise my skills and experience as is necessary to fulfil the requirements of the organisation.

Signed _____
Postholder

Date _____

Signed _____
Chef de Police

Date _____

Signed _____
Parish Secretary

Date _____