

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Professionalism Panels & Business Advisor	Current Grade:	B001
Department:	Professional Standards Department	Area:	FHQ
Reports To:	Complaints and Systems Manager	No of Posts:	1
Level of vetting:	MV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The Professionalism Panels & Business Advisor is responsible for high areas of business risk within the organisation, provides a critical analytical responsibility ensuring equality, fairness and impartiality to all parties involved.

The role ensures that all misconduct procedures, processes and subsequent appeals are managed in line with Police Regulations, Police Staff discipline and Statutory Guidance.

The role ensures mitigation of breach of process and other civil litigation claims. This role also plays a key part in ensuring that the Force maintains its integrity and high standards of professionalism and contributes to maintaining a professional workforce.

In addition the role acts as a strategic business manager for the department on behalf of the Head of Department, with regards to business governance and risk. Managing relationships and information with all key stakeholders on behalf of the department.

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Direct:

None

Non- Direct:

Procurement authority up to £10,000

Will have responsibility for managing panels and panel attendee's budgetary costs including appointing legally qualified chairs, lay members and those attending panel's fees, expenses, travel and accommodation from a budget in the region of £40k.

This will require them to support the HOD on a regular basis with forecasting and managing such budgetary requirements against budgetary constraints and value for money.

Staff Responsibilities – Direct or Non-Direct

Direct: None

Non- Direct: None

Any Other Statistical Data

On average, this position is responsible for 14 Hearings and 22 Meetings in a year*.

Each Hearing involves communication and the provision of documentation to a minimum of 10 people, usually more if there is more than one officer subject of charges.

Identify and manage performance & departmental KPIs in support of the professionalism manager
Deputising for the Systems and complaints manager with information and performance management.
Oversight of data provided to governing bodies including the IOPC, PIRC & BTPA and other internal stakeholders.

**stats taken on average from performance years 2014-15 through to 2017-18*

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

PANELS ROLE

Source and select appropriate venues for hearings, taking into consideration location, cost, availability and suitability for public attendance

Responsible for engaging regularly with BTPA and engage with Legally Qualified Chairs as required to appoint as appropriate giving , advice and ensuring attendance at misconduct hearings

Attend misconduct hearings to provide information to all parties involved, to ensure the efficiency of proceedings, taking notes, and preparing exhibits and papers in advance of the hearings.

Responsible for drafting opening legal statements for Appropriate Authority's on Panels.

Act as an impartial single point of contact by facilitating the exchange of information between all parties to the misconduct proceedings to ensure timely and confidential communication of relevant information.

Coordinate the organisation and preparation of misconduct proceedings including the appointment of suitably qualified and experienced panels in order to ensure compliance with relevant Police Regulations and Statutory Guidance.

Ensure compliance by all parties to Regulations and Statutory Guidance by communicating legislative time parameters and ensuring all parties are facilitated and provided with necessary documentation.

Responsible for adjudication and case management of documentation required for legal proceedings and hearings

Work closely with barristers, leading case conferences on behalf of the Appropriate Authority, ensuring all documents are clear and concise in order to prepare and inform barristers for the preparation of legal statements Assign and manage the appointment and subsequent ongoing communication with solicitors and barristers

Notify subjects, complainants, and additional stakeholders of outcomes within appropriate timescales; to adhere to regulations and force policy for misconduct proceedings.

Take responsibility for the critical analysis and quality assurance of all documentation and investigation bundles including notices and legally qualified determinations

Responsible for the research and analysis with regards to panel determinations and appeals identifying organizational learning supporting prevention and intervention/LXC, minimizing risk to the Force and

BUSINESS ADVISOR ROLE

Responsible for developing professional relationships, with peer groups other PSD departments, engaging with legal advisors regarding advice and contract management in relation to misconduct meetings and hearings. Leading case conferences and high quality correspondence.

Manage key stakeholder relationships, including those of Legally Qualified Chairs and Senior Officers, ensuring that any expenses or claims are reconciled in accordance with procedures and agreed rates with BTPA in a timely manner.

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Presentation of new and existing suspensions and restrictions of serving officers to the Deputy Chief Constable to enable an informed decision about the ongoing status and welfare of such officers.

Accountable for performance & departmental KPIs in support of the professionalism manager

Responsibility as the single point of contact imparting specialist knowledge and guidance to Chief Inspectors, Superintendents, COG members pre, during and post misconduct proceedings, of ensuring equitable and fair outcomes and resolutions.

Responsible for delivering regular meetings and arranging annual training events for force wide PSD champions and Superintendents development with regards to meetings and hearings processes and practices

Hold responsibility for department office manager role including Health and safety, risk register, responding to relevant civil claim outcomes; changing policy and practice where appropriate in conjunction with the Prevention and Intervention lead.

Hold responsibility for information security within the department and act as deputy information asset owner working closely with InfoSec.

Financial responsibility & Workforce Planning

Managing panels and panel attendees budgetary costs including appointing legally qualified chairs, lay members and those attending panels including their fees, expenses, travel and accommodation from a budget in the region of £40k.

Procurement responsibility up to £10K in support of the department needs. This will require them to support the HOD/Professionalism manager forecast and managing such budgetary requirements against budgetary constraints and value for money.

Maintain and review department establishment including identifying recruitment, retention and training needs on a monthly basis

E. DECISION MAKING:

Make decisions

Substantial decision making as the force lead for misconduct proceedings, identifying venues, dates and panel members for hearings and meetings including Legally Qualified Chairs and Lay members, responsible for managing and setting the content of deliverables within their own workload

Will negotiate direct and require their decision making on appeals with BTPA.

Responsible for procurement up to £10K & decision making in support of budgetary decisions up to £40 K for hearings costs in support of the Professionalism managers and HOD.

Responsible for decision making as to department media policy on internal and external media responses for hearing outcomes and act as deputy decision maker with regards to InfoSec and SAR requests.

Significant say in decisions

Management of venues for misconduct proceedings ensuring that sensitivities and confidentiality requirements are reflected in the venue use/room allocation

Negotiating and identifying value for money with regards to suitable venues and panel members.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Daily interaction with Senior Management, Police Officers and Police Staff throughout BTP at all levels, Trade Unions and Staff Associations, in particular Police Federation and TSSA, and Employee Support Groups

External

IOPC, BTPA, PIRC, other PSDs, Legally Qualified Chairs, members of the public, complainants and witnesses, lawyers & MPs acting on behalf of complainants, senior officers, other agencies, other Police Forces

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

English Language and Mathematics at A Level standard or equivalent.

BTEC qualifications related to Law or Legal Studies and NVQ level 3 in Business Administration..

Experience:

Experience in compiling legal bundles of documents for misconduct meetings and hearings.

Experience in legal file handling including preparing reports and presenting information in a clear manner, in a variety of formats, including photocopying, paginating, and ensuring work is clearly presented and referenced.

Experience of managing significant risk within previous roles ideally within Legal Services fields.

Undertaking desktop research into topic specific information and includes managing costs and expenses relating to the misconduct meeting and hearing processes.

Liaison with Home Office Police Force Professional Standards Departments, lawyers, legally qualified chairs, barristers and other specialist departments.

Experience in managing staff and systems/processes and performance.

Skills:

Excellent communication skills; particularly in relation to written communication, with high attention to detail of own and others work

Proof reading and a high standard of literacy and grammar

Previous relevant experience of managing multiple tasks in a high pressure environment. Ability to deal with large amounts of information incorporating strong analytical and critical thinking skills.

Excellent organisational skills and customer service skills with a flexible and adaptable attitude and approach to work

Ability to remain calm whilst working under pressure, comfortable handling large work load under clearly defined time constraints

Able to maintain confidentiality and work professionally in a sensitive environment

Highly developed IT skills to include electronic document management and critical analysis prior to submission to barristers and legal appointed personnel.

Professionalism and diplomacy when working with colleagues at all levels including – chief officer level, subject matter experts and other stakeholders, as well as dissatisfied customers.

Identifying within the role the risks to the organisation

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Knowledge:

Proficient in the use of Microsoft Office

IT literate and experienced in a range of computer systems

Understanding of the Data Protection Act 1998 in order to apply the key principles

Understanding of Police Reform Act, Police regulations and the IOPC Statutory Guidance

Desired Criteria:

Qualifications and Training:

Level 3 Diploma in Paralegal Practice.

Experience:

Previous experience of working within statutory or regulatory frameworks

In-depth Knowledge/Understanding of the Police Reform Act 2002 & Police Reform and Social Responsibility Act 2011

Ability to utilise PSD systems such as Centurion

Skills:

Knowledge:

A good working knowledge of Police Regulations 2012 & 2015, Police Reform Act 2002 & Police Reform and Social Responsibility Act 2011. Police & Crime Act 2017. Police staff discipline, ACAS, Unsatisfactory Performance Policy, & Unsatisfactory Performance Student Officers Policy

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Will be required to pass Management Vetting to secure continued employment.

Required to work away from home regularly and is likely to require overnight stays.

I. AUTHORISATION DETAILS

Prepared By: T/DCI Gary F. Williams

Date: July 2019

Area Commander /FHQ
HoD: Det Supt Gillian Murray

Date: July 2019

Evaluation Panel:

Date: 13/08/2019

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