

Job Description

A Post Details	
Job Title: External Affairs Adviser	Grade: B001
Department External Affairs (CC's Office)	Division: A Select Division
Reports to: Head of External Affairs	Contract Type: Select Contract Type
Level of Vetting: Management Vetting	Numbers in Post: 2 Enter numbers as per submission or org chart
Welsh language required No	
B Purpose of the Post	
This post will provide direct support to the Head of External Affairs in enhancing engagement with the rail industry, central Government, wider political arena and other key stakeholders. The External Affairs Adviser will play a central role in helping build collaborative and strong partnerships between BTP and its stakeholders, manage and review the stakeholder engagement plan, brief Chief Officers and senior management ahead of stakeholder meetings, and identify trends and risks across the stakeholder matrix.	
C Dimensions of the Post	
N/a	
D Principal Accountabilities	
<ul style="list-style-type: none"> - Support the Head of External Affairs in delivering effective engagement building positive working relationships and advocacy with key stakeholders across the rail industry and political arena. - To lead on the Force's Stakeholder Engagement Plan ensuring that it is regularly reviewed, developed and implemented. - To identify and build new relationships as key stakeholders change and new stakeholders emerge in the operating environment. - Produce clear and concise briefings, responses to reports, correspondence and presentations for stakeholder meetings, events and speaking appearances, and responses to requests for information for senior officers, including the Chief Officer group. - Maintain an accurate and timely database management system of stakeholder interactions, producing a regular summary report of engagement and outcomes. - Continually identify lessons learned in stakeholder engagement for the Force and implement any critical actions/improvements. - Manage the response to Parliamentary Questions and submissions to select committees. 	

- Work closely with the BTPA Stakeholder Engagement Manager to ensure a cohesive approach to shared key stakeholders.
- Undertake horizon scanning across the industry to identify opportunities and risks.
- Work closely with Corporate Communications colleagues to implement communications and engagement priorities in order for key messages to be delivered

Work with Command Support Group to support public engagement events including stakeholder events, Force awards ceremonies and roadshows.

E Decision Making

N/a

F Contact with Others

Internal

The Chief Constable, DCC, Chief Officer Group (COG), the BTPA, Senior Officers, Divisional Commanders and Heads of Department on a regular basis.

External

British Transport Police Authority, Department for Transport, Home Office
Her Majesty's Inspectorate of Constabulary, NPCC (England, Wales and Scotland),
Rail Delivery Group, Train Operating Companies, Network Rail
Transport for London , Passenger Focus, Other UK police forces
Present at external and internal conferences.

G Essential Criteria

Qualifications and Training:

- Degree educated or equivalent in areas communication / engagement or similar

Experience:

- Experience of working in stakeholder relations, supporting senior colleagues engage with a range of stakeholders (rail industry / political environment would be an advantage)
- Experience of developing and delivering plans to engage with external stakeholders

- Skills: <ul style="list-style-type: none">- Ability to work collaboratively with stakeholders and identify, develop and maintain a strong network with those stakeholders- Demonstrable ability to deal with colleagues and other stakeholders at all levels of seniority, building relationships of trust- Flexibility to deal with ambiguity and a fast-moving environment- Proven influencing, engagement and stakeholder management skills- Excellent verbal and written communication skills- Demonstrable passion for communications, and a track record of being creative and imaginative in finding new ways to engage audiences- Strong organisational skills and the ability to prioritise work, deliver to tight deadlines, respond to changing situations and use personal initiative.- Intermediate level Microsoft Office, including Word, Outlook, PowerPoint, Excel
Experience: Excellent interpersonal and communication skills in Welsh No
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Knowledge:
Desirable criteria: <ul style="list-style-type: none">- Experience (or demonstrable appreciation) of the challenges facing policing and/or the rail industry- Good knowledge and experience of digital communications tactics, tools and techniques- Project management skills, working with internal and external stakeholders to deliver high quality outcomes within deadlines- Understanding of Westminster and devolved political structures- Knowledge of Parliamentary and legislative procedures, policy-making processes

H Additional Information

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: Reward Team

Date:03/03/2022