

Job Description

A Post Details	
Job Title: Force Events Lead	Grade: B004
Department: Event Planning and Strategic Oversight Unit (EPSOU)	Division: E
Reports to: Protect & Prepare Superintendent	Contract Type: Permanent Select
Level of Vetting: Security Check	Numbers in Post: 1
B Purpose of the Post	
<p>The postholder will directly manage the central EPSOU, who will act as the go-to experts for public order/safety and operational event planning and the central point of contact for intelligence, briefings, policies, best practice, governance and quality assurance.</p> <p>The postholder will ensure that resource intensive days are proactively identified and that appropriate, timely decision-making follows. They will also be required to embed and ensure a culture of continuous learning is adopted across the event planning function and that best practice is captured, effectively addressed and implemented for the benefit of the whole function, BTP and our internal/external stakeholders.</p> <p>The postholder will further assess and oversee the portfolios/continual professional development of Gold, Silver and Bronze Commanders and act as the central contact to liaise, facilitate and coordinate with other functional leads (including the Force Resource Lead, Operational Planning Chief Inspectors and their teams) as well as the Senior Command structure.</p> <p>To succeed in this post, the postholder must develop credible and influential working relationships with colleagues, officers, staff, partner agencies, TSSA, Federation and other professional bodies to ensure that BTP's approach to operational event planning is consistent, efficient, fully-effective and delivered to a first-class standard.</p> <p>In the event of a critical incident, this postholder will be expected to perform the role of Silver Support Cell Manager.</p>	
C Dimensions of the Post	
<p>Financial: whilst the postholder is not expected to manage a budget, they are expected to contribute towards identifying and ensuring cost efficiencies are made.</p> <p>Management responsibilities: the postholder will oversee the central EPSOU, including a Force Events Sergeant, 2 x Public Order Intelligence and Briefings Officers, a Force Events Officer, National Football PC and the NPOCC Lead (PC). The postholder is required to liaise, facilitate and coordinate with Planning Teams within the function and to the chain of command, particularly in the event of a critical incident.</p>	
D Principal Accountabilities	

- Lead, manage and proactively communicate best practice and lessons learned across the function using information and feedback obtained through debriefs, meetings and other sources.
- Update and present management information to stakeholders, both internal and external, providing meaningful data and analysis of emerging trends/themes and highlighting possible mitigations where appropriate.
- Review and maintain operational event/resource planning and public order/safety policies, as the department's policy owner, to meet statutory regulations and requirements, ensuring that these are simple, effective and up-to-date with clear guidance. This includes quality assuring, maintaining and providing feedback on policies and producing new ones where required.
- Oversee and manage the consistent use of planning, quality assurance and governance across operational event planning.
- Proactively oversee the Force Events Calendar managed by the team to ensure operational demand for events/football is reported accurately and that real time information is provided to Event Planning Managers, allowing them to effectively task and delegate appropriate actions and responsibilities to their teams.
- Empower the team to proactively horizon scan to identify new events, flag high-risk or resource intensive days and review available information and intelligence, assessing the impact upon BTP's jurisdiction and wider areas.
- Identify risk in relation to operational event planning and mitigate this risk on behalf of BTP by forecasting resource requirements and evaluating complex factors before providing recommendations to the Command structure and setting strategic business plans where practical.
- Represent the function at National meetings and debriefs with key stakeholders from other forces (including senior Commanders) relating to public order/safety and high-profile events or incidents.
- Network and build rapport with internal and external stakeholders to develop pivotal and effective working relationships for research and event planning purposes, whilst learning and embedding national best practice.
- Assess Gold, Silver and Bronze Commanders continued professional development, ensuring that they remain operationally competent and effective in their roles. This will include dip sampling decision logs and Silver Command plans and fairly and evenly allocating commanders to events to improve learning and experience.
- Write policies and strategies on event command and manage the wider process, including deciding when a GSB structure will be required and identifying a suitable Command Team and Lead Planner to support.
- Ensure that the Head of Department, Senior Officers and other stakeholders are fully aware of national policy, procedures and planned changes in respect of policing public order/safety events to ensure this is consistently adhered to at all stages of the planning process and the subsequent running of the event.

- Produce, oversee and articulate event planning policy and procedures in conjunction with Event and Football Planners and LXC, ensuring regular debriefs occur following large-scale or unprecedented events.
- Ensure the continuous development of their team by adopting a proactive management and coaching approach, holding regular career development conversations, engaging in succession planning, talent management and setting meaningful performance objectives in line with team, functional and organisational aims and priorities.
- Contribute towards the function's operational plan and road map, offering guidance, direction and expertise to drive the function forward and encourage high-performance working.
- Lead long-term development and continuous improvement of planning and change control capability, ensuring it is resourced with people who have the required skills, experience and motivation.
- Chairing weekly Force Events Meetings with the divisional teams and communicating respective decision-making; allocating actions to operational leads and their teams for further actioning.
- Advise senior leaders on where professionalism, quality assurance, best practice and governance should be adhered to or need addressing to ensure consistency.
- Apply project management methodologies and practices to ensure an effective and professional planning process.

E Decision Making

The postholder will play a significant role in strategic decision-making, in consultation with senior leaders, and influence as the Force Events Lead responsible for ensuring professionalism, quality assurance, the implementation of best practice and governance across the function and Force to operational event planning or public order/safety and subsequent outcomes.

The postholder should be a skilled influencer with courage to challenge those of more senior rank and will be required to negotiate with stakeholders across the force in all matters relating to operational event planning and public order/safety.

F Contact with Others

Internal

COG, E-Division and wider Senior Command Teams, Force Resource Lead and functional leads, Specialist Operations, LXC and Force Intelligence Bureau (FIB).

<p>External</p> <p>HO Forces, TfL, DfT, College of Policing, NPoCC and NPCC, TOCs and other agencies that may be involved or impacted upon by the event.</p>
<p>G Essential Criteria</p>
<p>Qualifications and Training:</p> <ul style="list-style-type: none"> • Educated to Degree level in a relevant discipline and/or extensive experience in the field of programme or project management, operational or event planning or business management within a complex organisation. <p>Desirable</p> <ul style="list-style-type: none"> • Trained to debrief to expected standards by BTP's Lessons Exploitation Centre (LXC). • Prince2 Foundation and Practitioner qualified or holds another qualification relating to project management, planning and coordination.
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of establishing good working relationships with colleagues and stakeholders (internally and externally) and across varying levels of seniority. • Experience of creative writing and communications to a variety of audiences. • Experience of planning/supporting the delivery of strategy and cultural change. • Previous experience in negotiating and influencing change in a diverse workforce. • Experience or knowledge of quality assuring work, policies or documents submitted. • Proven experience in managing key processes and delivering cultural change to enhance business capability. • Level of application of project management principles, with proven extensive delivery across event planning. • Proven experience of implementing and assuring projects/processes lead to organisational effectiveness and significantly contribute towards the achievement of strategic objectives. • Track record of delivering quality outcomes to meet strategic needs and objectives and managing risk through informed and reliable judgement. • Evidence of upholding policy and professional standards whilst clearly communicating the corporate/functional vision, legislation and regulation, and influencing policy where practical. • Proven experience of providing guidance to others, seeking it where appropriate and proactively promoting continuous improvement by identifying, sharing and applying lessons learned. • Experience of motivating and supporting staff through sometimes challenging situations, dealing with their concerns in a consultative way. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of writing and reviewing successful business cases and policies. • Previous experience managing a team, preferably within an operational or event planning context.

Skills & Knowledge:

- Highly motivated with the ability to think on their feet with an energetic, proactive and flexible approach, particularly towards problem-solving.
- Demonstrated ability to improve efficiency and effectiveness of working practices.
- Excellent verbal communication skills and written communication, design and delivery.
- Strong organisational and facilitation skills.
- Proactive management style with a proven ability to deliver, support and motivate.
- Able to evaluate complex information to make proportionate and justifiable decisions and manage risk where appropriate through informed and reliable judgement.
- Able to implement plans and consider contingences to improve operational effectiveness.
- Able to develop strategic relationships, establishing inclusive communication processes.
- Proven ability to influence, negotiate and provide clear direction through visible, approachable leadership whilst role-modelling exemplary behaviour.
- Demonstrates personal resilience in the face of challenge and takes ownership for their decisions.
- Acts with integrity and has courage to challenge those who do not.
- Excellent time and resource-management skills to ensure and drive efficiency.
- Able to apply excellent analytical techniques in decision-making processes to make robust proposals and recommendations.
- Effectively builds rapport and relationships with pivotal stakeholders across all sectors and levels of the organisation and function and will leverage those relationships to drive the function and its processes forward.
- Can work with little supervision, setting own priorities based on personal and team objectives.
- A strong understanding of relevant legislation, particularly around handling confidential information.
- Able to research, analyse and interpret data, relevant legislation, policies and procedures.
- Strong strategic awareness.

Desirable

- Experience of working in an organisation undergoing significant transformation.
- Demonstrable knowledge and experience of project management disciplines to identify and meet the demands of various stakeholders, define and resolve problems for complex issues or situations, identify risk and coordinate and manage multiple high-priority and conflicting demands.
- Working knowledge of business process reengineering, resource management and planning.
- Knowledge of troubleshooting, governance and assurance, risk and issue management, business case preparation and benefit management.

H Additional Information

A challenging and varied role which requires excellent negotiating, influencing and management skills. The postholder must be required to be flexible, resilience and may be required to work long hours (including weekends) at short notice in the event of a critical incident.

Whilst the role is advertised as location agnostic, the postholder is expected to work from London frequently due to the need to be close to the Command Team and requires vetting to SC level.



To ensure the function is high-performing and fully-effective, the ideal candidate will be open to and committed to continuous personal and professional development.

For Panel to complete only:

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

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date: Click or tap to enter a date.