

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:	Deputy Chief Constable's Executive Assistant	Current Grade:	B002
Department:	Command Support Group	Area:	FHQ
Reports To:	Chief Constable's Senior Advisor	No of Posts:	1
Level of vetting	SC		

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

To provide a high level management and business support function to the Deputy Chief Constable.

To identify and help to resolve issues and make decisions that impact on day to day delivery as well as longer term strategic issues.

To provide direction and guidance to senior colleagues including members of the Chief Officer Group (COG), Divisional Commanders, FHQ Department Heads, and external stakeholders.

To challenge performance and help shape direction.

To line manage the team of COG Executive Assistants.

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

Financial – Direct or Non-Direct

Non direct responsibility for approving expenditure in other portfolio budgets.

Staff Responsibilities – Direct or Non-Direct

Direct responsibility for line managing the COG EA group.

Non direct responsibility for providing direction to COG, Divisional Commanders, DCC's portfolio and all staff who contact the Deputy Chief Constable's office.

Any Other Statistical Data

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

Coordinate and manage the support provided to, and work of, the Deputy Chief Constable, delegating work to others within the Command Support Group or others, whilst ensuring an efficient, effective and highly professional operation of the office.

Undertake research and manage special projects on behalf of the Deputy Chief Constable ensuring successful delivery.

Make decisions on a daily basis on behalf of the Deputy Chief Constable in relation to information / requests that arrive in the office. The scope and impact of decisions made will range from minor to significant.

Manage the response to all enquiries to the Deputy Chief Constable, identify and resolve issues, and make decisions which result in a professional and satisfactory outcome.

Prepare reports, presentations and correspondence for the Deputy Chief Constable, dealing with subject matter that requires judgement, negotiation, sensitivity and discretion.

Provide policy advice, decision making support and operational assistance to the Deputy Chief Constable.

Maintain an in-depth understanding of key priority areas for BTP, as well as the policing and rail industry, briefing the Deputy Chief Constable on developments and issues that impact upon BTP.

Attend meetings with the Deputy Chief Constable, and possess sufficient knowledge to be able to contribute constructively to the meeting.

Develop a successful relationship with a wide range of senior stakeholders (including rail industry MDs, government officials, senior officers from other forces and BTPA members).

Provide a source of expert guidance and authoritative advice to all who contact the Deputy Chief Constable's office.

Challenge performance and control of key deliverables to ensure the reputation of the Deputy Chief Constable and BTP are protected and to help develop a culture that increases the quality and output of all staff.

Maintain an awareness (both internally and commercially) of areas of risk and take steps to manage and mitigate risk to BTP.

Manage the Deputy Chief Constable's complex and extensive schedule and produce detailed daily briefing packs that provide the Deputy Chief Constable with sufficient information to ensure he is thoroughly prepared for all meetings.

Line manage and develop the COG Executive Assistants.

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E. DECISION MAKING:

Make decisions

Make decisions on a frequent basis on behalf of the Deputy Chief Constable in relation to information / requests that arrive in the Deputy Chief Constable's office. The scope and impact of decisions made will range from minor to significant.

Make recommendations and provide advice to senior colleagues within the Force to aid their decision making.

Significant say in decisions

Have a significant say in decisions made either in consultation with or on behalf of the Deputy Chief Constable.

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

Internal

Extensive liaison on a daily basis with the Chief Officers, Divisional Commanders, DCC's portfolio, FHQ Department Heads, BTPA, and police officers and staff at all levels within the Force.

External

Extensive daily liaison at senior (MD) level with key stakeholders and government departments including: train operating companies, Network Rail, TfL, LUL, ATOC, DfT, Home Office, London Assembly, members of the House of Lords and House of Commons, and other police forces and partner agencies.

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

Essential Criteria:

Qualifications and Training:

Qualified to degree level.

Experience:

Minimum of 3 years executive level administrative and management experience gained in a large multi functional organisation.

High level of business acumen.

Excellent interpersonal skills with proven experience of building productive relationships with senior stakeholders and colleagues

Experience of managing a team of staff and delegating work at senior level.

Experience of managing an annual budget in the region of £1m.

Experience of providing executive level support to Board meetings.

Skills:

Outstanding reading, writing and verbal communication skills.

Extremely motivated and able to work in a highly pressured, fast paced environment.

Ability to negotiate, persuade and influence at the highest level.

Resourceful, with an ability to work independently with minimal direction.

High degree of tact and sensitivity.

Knowledge:

Desired Criteria:

Qualifications and Training:

Relevant professional qualification e.g. Diploma of Management Studies.

Prince 2 or equivalent project management training

Experience:

Skills:

Knowledge:

Comprehensive knowledge of the environment BTP operates in and a wider understanding of the political, financial and industry factors that effects its operations.

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.*

The demands and responsibility placed on this post holder will be significant. The post holder will also be required as the norm to work additional hours in order to meet the business requirement.

I. AUTHORISATION DETAILS

Prepared By: Elaine Derrick

Date: January 2014

Area Commander

/FHQ HoD: Elaine Derrick

Date: January 2014

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