



NOT PROTECTIVELY MARKED

JOB DESCRIPTION

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

A. POST DETAILS:

Job Title:	Talent Officer	Current Grade:	A005
Department:	Career Development & Talent Management	Area:	Division A
Reports To:	CDTM Team Leader	No of Posts:	
Level of vetting:	TBC		

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

The post holder will work closely with the CDTM management team to deliver key annual programmes in line with the teams strategic objectives. The job will involve scheduling and coordinating different elements of the programmes in a timely manner.

Post holder will be required to ensure the effective provision of administrative support within the team.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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

To assist the CDTM management team in the delivery of annual development programmes, in particular the coordination of various promotion and moderation panels.

To schedule and coordinate dates and resources required for numerous panels including liaising with management team, panel members, and facilitators, booking necessary training rooms, panel rooms, hotels and travel required for each programme. Ensure that all travel, catering and hotel arrangements are booked in accordance with BTP procedures including use of corporate procurement cards and e-procurement processes.

To effectively liaise with key colleagues internal and external to the CDTM team during each programme to ensure they are kept fully informed and updated on key timelines, dates and any other relevant information.

To coordinate the production of required paperwork for each programme.

To record on spreadsheets and produce data reports on defined outputs from each annual programme.

To record and collate evaluation data related to each programme producing data reports.

To respond to any general queries regarding each programme in a timely, friendly and efficient manner in accordance with organisational standards and redirect as necessary.

To respond to individual applicant enquiries with due sensitivity and confidentiality.

To coordinate the provision of feedback data to applicants from panel members.

To maintain, update and archive documents, files and folders, including confidential information, to ensure ready access to comprehensive records in compliance with BTP procedures and Data Protection and Freedom of Information principles and provisions

To provide quality control systems from the collation of standard responses to enquiries from customers.

To schedule and coordinate meetings associated with the development programmes.

To provide general administrative support on other key projects as directed by the CDTM lead.

To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and respond positively to new and alternative systems.

To observe data protection and associated guidelines where appropriate.

To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To carry out duties and responsibilities of the post in compliance with equalities legislation and BTP's equal opportunities policies.

To understand and comply with BTP's environmental policies.



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E. DECISION MAKING:

Make decisions

No

Significant say in decisions

Provides input to identify administrative problems affecting delivery of the CDTM services and suggesting solutions to resolve issues.

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

Internal

CDTM team, All Divisions in support of promotions and PDR process, various panels and general enquiries, the Leadership Academy

External

External contractors and Stakeholders

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

Essential Criteria:

Qualifications and Training:

GCSE / O Level (or equivalent) qualification in numeracy and literacy or equivalent experience

Experience:

Substantial administrative experience with a high level of organisational ability and attention to detail

Substantial experience in working with a variety of IT systems and databases.

Substantial experience of scheduling, meetings and events, preparing agendas and documentation, taking and drafting accurate minutes

Demonstrable experience of effective relationship management of colleagues and customers (internal and external to the organisation)

Demonstrable experience of working with a team to provide advice and guidance on a range of generalist issues.

Demonstrable experience of recording and manipulation of data in spreadsheets to produce reports and project timelines

Demonstrable experience of exercising diplomacy, tact and discretion in managing sensitive, personal and confidential matters

Skills:

Proficient in MS Office applications

Attention to detail with excellent verbal and written communication skills

Ability to work using own initiative - excellent personal organisational skills and a good standard of planning ability.

Ability to work unsupervised and multi-task, recognise when to refer to others for decisions or support

Ability to remain calm whilst working under pressure, dealing with colleagues or demanding deadlines whilst maintaining a flexible approach.

Knowledge:

Familiarity with BTP software packages such as records archiving

Excellent knowledge of BTP processes and procedures



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Desired Criteria:

Qualifications and Training:

Project management qualification or equivalent experience

Experience:

Experience of large event management

Skills:

Designing end to end processes

Designing user guidance.

Knowledge:

Knowledge of Project Management principles

Knowledge of UK geography and rail network

Knowledge of policing environment

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.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander

/FHQ HoD:

Date:

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