

## Job Description

A Post Details	
Job Title: <b>Event Planning Manager</b>	Grade: <b>B001</b>
Department: <b>Force Planning Unit (FPU) - Divisional</b>	Division B,C
Reports to: <b>Divisional Ops CIs</b>	Contract Type: <b>Permanent Select</b>
Level of Vetting: <b>Recruit Vetting</b>	Numbers in Post: <b>2</b>
B Purpose of the Post	
<p>The postholder will be responsible for Event Planners located at hubs across the Force and event planning, ensuring that the day-to-day policing of events and operations across the Force are delegated amongst Planners and managed efficiently and effectively whilst remaining aware of competing demands and objectives.</p>	
C Dimensions of the Post	
<p><b>Financial:</b> the postholder will have no direct financial responsibilities, but will be required to indirectly ensure that associated costs for external policing of events are assessed and submitted to Finance for retrieval of charges as appropriate. They will also be required to work collaboratively with colleagues and functional leads to ensure that cost efficiencies are achieved.</p> <p><b>Staff Responsibilities:</b> directly manage 14 Event Planners (to be shared with another Events Planning Manager)</p>	
D Principal Accountabilities	
<ul style="list-style-type: none"> <li>Following the guidance and information/intelligence received from the Event Planning and Strategic Oversight Unit (EPSOU), the postholder will oversee event planning for both planned and unforeseen events.</li> <li>Provide expertise, support and direction to their teams whilst notifying them of any changes to intelligence or other crucial information throughout the process.</li> <li>Plan and coordinate planning meetings, ensuring regular communication with the Force Event Lead and Force Resource Lead to obtain the most up-to-date and relevant information around events and operations which underpin the planning process and decision making, as part of the National Decision-Making Model (NDM).</li> <li>Coordinate and hold regular event planning meetings with Event Planners and continue to seek development and training for the teams to add value and quality to the Event Planning team.</li> <li>Horizon scan and identify any changes, trends or developments across the industry that will directly influence operational planning and resource management and liaise with the Force Event Lead and Force Resource Lead to ensure that this is captured and acted upon accordingly.</li> </ul>	

- Provide data and expert management information, professional support and advice on Event Planning.
- Respond to and support Force mobilisation plans when activated by critical incidents.
- Attend internal and National meetings including Senior Daily Management, Operations Senior Leadership, Security Review group, Operations Business and Relevant Operations meetings and any other event planning-related meetings which provide relevant data or provide pivotal direction/advice. Ensuring that any learning or best practice is fed back to and captured by the Force Events Lead.
- Work in collaboration with the Force Events Lead to ensure that the event planning function follows an auditable process, maintains appropriate records and policies, quality assures the planning process and all related documentation, follows best practice and that any lessons learned are captured and fed back to EPSOU to support the function's commitment to continuous development and learning.
- Regularly liaise and collaborate with Resource Planning Managers to ensure they and their teams are sighted on resourcing requirements for planning and running events.
- Ensuring the continuous development of their team by adopting a proactive management and coaching approach, holding regular career development conversations, engaging in succession planning and talent management, and setting meaningful performance objectives in alignment with team, functional and organisational aims and priorities.

## E Decision Making

The postholder will monitor the workloads at each hub and make decisions on whether to reallocate workload if necessary to ensure operational demands and timescales are achieved, whilst making decisions regarding resource management based on risk assessments and received information/intelligence, which will be forwarded up the chain of command and to the resourcing units.

Due to the postholder's experience, and working in collaboration with the Force Events Lead, they will be expected to contribute ideas and recommendations on how best to support events and operational policing.

## F Contact with Others

### Internal

- Senior management providing data and recommendations.
- Specialist Operations to comply with Force event planning responsibilities.
- Force Events Lead and EPSOU to review and act on received information, gradings and intelligence for events and operations.
- Force Resource Lead to ensure accurate and timely resourcing of events and operations.

### External

- Industry partners including TOC's and NWR in relation to event planning.
- Home Office Forces and emergency services – joint event planning.
- Arena Management which falls within BTP jurisdiction for event planning.

## G Essential Criteria

### Qualifications and Training:

- Educated to Degree standard or an equivalent qualification and/or substantial experience working in an operational or event planning environment.

### Experience:

- A successful track record of managing a team in a large, multi-disciplined operational organisation.
- Experience of managing work flow, focusing on quality and timescales.
- Experience of managing, delegating, coaching and directing a customer/frontline facing team to achieve targets, deadlines and KPI's.
- Track record of building and maintaining positive and effective working relations with a wide range of internal and external stakeholders.
- Experience of providing data, advice and recommendations to senior internal and external stakeholders.
- Proven experience of analysing and acting on complex intelligence or information to influence and lead decision-making.
- Significant understanding of event planning and experience of working in an event planning and resourcing environment.

### Desirable:

- Experience of developing staff, holding career conversations and conducting personal development reviews in line with the College of Policing's Competency and Values Framework.
- Proven ability to manage teams where subordinates are working remotely.

### Skills & Knowledge:

- Ability to remain calm, focused and exercise excellent judgement when managing complex, conflicting and time critical situations or deadlines.
- Professional, persuasive and influential with a proven ability to negotiate, communicate and collaborate with senior leaders, colleagues, frontline officers and internal/external stakeholders.
- Strong understanding of operations and event planning.
- Ability to analyse critically and offer effective, cost-effective solutions.
- Able to deliver results which promote the function in a positive and professional light.

- Proven ability to support, empower and motivate Event Planners, especially those working remotely and in the event of a critical/major incident, where teams may be subject to long hours in high-pressure environments.
- Computer literacy with good working knowledge of Office applications, including Excel and Outlook.

## **H Additional Information**

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.