

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:	Stakeholder Engagement Coordinator	Current Grade:	B001
Department:	Command Support Group	Area:	FHQ
Reports To:	Head of External Engagement	No of Posts:	1
Level of vetting	SC		

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

This post will provide direct support to the Head of External Engagement in enhancing engagement with the rail industry, central Government, wider political arena and other key stakeholders. The Stakeholder Engagement Coordinator 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 *The key statistics associated with the post*

Financial – Direct or Non-Direct

N/A

Staff Responsibilities – Direct or Non-Direct

No direct line management responsibility

Any Other Statistical Data

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

- Support the Head of External Engagement 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.
- Liaise with local MPs, MSPs (as appropriate) and other elected representatives to ensure understanding of BTP and its activities and respond to their enquiries.
- 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:

Make decisions

N/A

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

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

Parliament and the Devolved Administrations

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

Essential Criteria:

Qualifications and Training:

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

Experience:

- Experience of working in external stakeholder relations or public affairs
- Supporting senior colleagues engage with a range of stakeholders (rail industry / political environment would be an advantage)
- Experience of developing and delivering external engagement plans

Skills:

- 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

Desired Criteria:

- Experience (or demonstrable appreciation) of the challenges facing policing
- Good knowledge and experience of digital communications tactics, tools and techniques

Qualifications and Training:

Skills:

- Project management skills

Knowledge:

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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

Reviewed By: Elaine Derrick

Date: 26.03.19

Area Commander

/FHQ HoD: Elaine Derrick

Date: 26.03.19

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