

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:	Executive Assistant to Chief Constable	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*

Responsible for the provision of high quality business management support to the Chief Constable.

Decisive and forward looking management of the Chief Constable's complex diary, prioritising demands and ensuring full preparation and briefing for all meetings.

Proactive identification of issues that impact on the Chief Constable's day to day business and initiate appropriate actions to resolve matters.

Decide on the most appropriate course of action in relation to a wide range of queries, documents, reports and correspondence, drafting replies, reports and presentations as necessary for the Chief Constable's consideration.

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

Manage arrangements for Forcewide events led from the Chief Constable's office, for example award ceremonies.

Provide support to the Senior Advisor to the Chief Constable

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

Non direct responsibility for providing direction to COG, Divisional Commanders, COG portfolios and all staff who contact the 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*

Provide decisive and forward looking management of the Chief Constable's complex diary.

Manage and support the Chief Constable's daily work by undertaking research and planning, and coordinating background information that ensures that the Chief Constable is appropriately briefed and prepared for all meetings.

Manage the response to all correspondence received in the Chief Constable's office, allocating out for reply and drafting relies for the Chief Constable's consideration.

Delegate work to others, including members of the Force's senior management team, and keep on track of progress to ensure delivery is achieved within the required timescales.

Lead and manage ad-hoc projects on behalf of the Chief Constable ensuring successful delivery.

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

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

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

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

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

Lead arrangements for Force ceremonies and events led by the Chief Constable - for example Long Service and Commendation ceremonies and awards events.

Develop and manage relationships with key stakeholder groups both internal and external (including BTPA)

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

Challenge performance and control of key deliverables to ensure the reputation of the 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.

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E. DECISION MAKING:

Make decisions

Working to the Senior Advisor, make decisions on a frequent basis on behalf of the Chief Constable in relation to information / requests that arrive in the 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 Chief Constable and/or Senior Advisor.

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

Internal

Daily liaison with the Chief Officers, Divisional Commanders, FHQ Department Heads, BTPA, and police officers and staff at all levels within the Force.

External

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.

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

Essential Criteria:

Qualifications and Training:

Qualified to degree level or equivalent experience

Completion of a management qualification such as CMI or a demonstration of required skill set through equivalent experience

Experience:

Substantial CEO/MD board level EA 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 working on own initiative, and partnering with team members to deliver initiatives and business improvement

Experience of providing executive level support to Board meetings.

Experience of event management

Skills:

Outstanding verbal and written communication skills which inspire credibility both internally and externally.

Evidence of strong personal drive, including high levels of resilience and determination and an ability to anticipate and overcome obstacles to deliver results.

Well developed organisational skills with good attention to detail

Ability to multi task, work under pressure and on own initiative to achieve tight deadlines and prioritise between conflicting demands.

Ability to negotiate and influence people on complex, sensitive or contentious issues within a context of conflicting priorities.

High degree of tact and sensitivity.

Strong IT skills

Knowledge:

Politically astute with evidence of a track record of building and maintaining strategic and operational relationships with individuals.

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Desired Criteria:

Qualifications and Training:

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

Experience:

Skills:

Knowledge:

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: October 2018

Area Commander

/FHQ HoD: Elaine Derrick

Date: October 2018

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