

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: | Independent Advisory Group Coordinator | Current Grade: | A05 |
| Department: | B Division Sub Div North | Area:- | B Division |
| Reports To: | Chief Inspector B-North West | No of Posts: | 1 |
| Level of vetting: | | Post Number: | |

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

Independent Advisory Groups (IAG) are made up from members of the community who volunteer to join the IAG. They provide a valuable role in critically evaluating the Police Service/Police Authority. These groups include independent advisors who provide advice relating to specific issues identified by the police and police authority and can include (but not limited to) policies, procedures, practices, critical incidents, or anything that has an impact or potential impact on the communities in the policing area.

Nearly all police forces use IAGs to gain community perceptions of the service, with such groups providing advice on high-profile incidents or operations and the scrutiny of data, body-worn video camera evidence, complaints, and calls to service.

The use of IAGs is a form of community engagement as it enables individuals and communities to participate in policing. Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS) considers such engagement to be a 'core element' of policing activity, and a genuine commitment is needed from leaders to ensure that public engagement is effective.

To effectively operate this on B division there is a requirement to have one IAG coordinator to oversee and manage all IAG activity.

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

Financial – Direct or Non-Direct

The post holder will have no budgetary responsibilities

Staff Responsibilities – Direct or Non-Direct

The post holder will oversee all IAG members on B Division. They will be responsible for recruitment, interviewing and vetting of new members

Any Other Statistical Data

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

- Develop and implement a working strategy for the IAG's on B Division, with input from existing members and BTP
- Ensure IAG Terms of Reference is current and that members and BTP work within these terms, through feedback, monitoring and training
- Proactively recruit new members when required, including interview and vetting to ensure correct representation of IAG members on board and work to recruit for under-represented areas
- Ensure vetting is up to date for all members according to the BTP vetting policy
- Liaise with and keep members updated regarding Divisional events and operational activity and anything that may significantly impact the community
- Manage the expectations of members and encourage 2-way dialogue; ensuring all new members have received an input on critical incidents
- Coordinate and chair quarterly meetings ensuring that minutes and actions are circulated and completed
- Have the ability to integrate force systems to provide a breakdown of data and analysis when requested and be able to explain the content to members
- Ensure that the members can observe BTP practices and manage and authorise requests for IAG to observe operational policing and deploy accordingly competing health and safety risk assessments as required
- Manage the IAG email inbox and act as a point of contact for IAGs on B division and coordinate and circulate monthly IAG newsletter
- Provide an input to student officers about the role of IAG in the BTP
- Responsibility for updating the Equality Diversity Calendar for B Division on the intranet every 3 months.
- Plan and coordinate the Hate Crime Days of action; this includes co-ordinating discussion on which hate crime strand will be targeted with internal and external stakeholders; liaise with station commanders to determine suitable locations for the action; attend in person the hate crime days and facilitate IAG members attendance
- Produce a summary report for the hate crime days of actions including images from either twitter or social media
- Liaise and work in partnership with the MPS Hate Crime Coordinators and attend the NPCC South East Hate Crime meeting
- Engage with home office IAGs to encourage partnership working and keep up to date with college of policing guidance on national guidance and recommendations
- Liaise with relevant third-party support groups such as Tell MAMA, CST, Galop, Victim Support
- Attend the B Division Equality Diversity Inclusion Forum

E. DECISION MAKING:

Make decisions

Prioritisation of own work; work within IAG Home Office guidance

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

Internal

IAG Members

Police officers – for liason around operations, deployment of IAG's, advice, feedback. Internal liason will be with officers from a range of the rank structure.

Student officers for training inputs around IAG members

External

Home Office IAG's, MPS Hate Crime Coordinators, third-party support groups

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

Essential Criteria:

Qualifications and Training:

Minimum 5 GCSE, English Language grade C or equivalent

Excellent negotiating and influencing skills

Experience of dealing with contentious situations

Desired Criteria:

Experience:

Experience of organising groups of people into coherent and efficient teams

Experience of dealing with people from a variety of backgrounds and recognise their political / personal and or groups agendas

Working and dealing with advisory groups or similar such groups to organisations

Previous relevant experience or extensive administrative experience with a high level of organisational ability and attention to detail.

Experience in exercising diplomacy, tact and discretion in managing sensitive, personal and confidential matters

Experience of scheduling meetings and events, chairing meetings; preparing agendas and documentation, taking and drafting accurate minutes

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Skills:

The ability to liaise with people from all backgrounds in terms of ethnicity; age; gender and social interests.

Tact and diplomacy

Proficient in MS Office applications.

Excellent verbal and written communication skills.

Excellent interpersonal skills with the ability to liaise with staff at all levels both internally and externally.

High standard of planning and organisational ability.

Adept at influencing and negotiating with others to achieve timely results and actions.

Ability to remain calm whilst working under pressure and to demanding deadlines whilst maintaining a flexible approach.

Knowledge:

Knowledge of the role and status of IAG in policing

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.*

Although this is a full time role, part time hours will be considered.

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I. AUTHORISATION DETAILS

| | | | |
|-----------------------------|-----------------|-------|------------|
| Prepared By: | Dawn Skinner | Date: | 09/07/2020 |
| Area Commander /FHQ HoD: | Will Jordan | Date: | 09/07/2020 |
| Evaluation Panel: | Lorraine Tommey | Date: | 17/07/2020 |

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