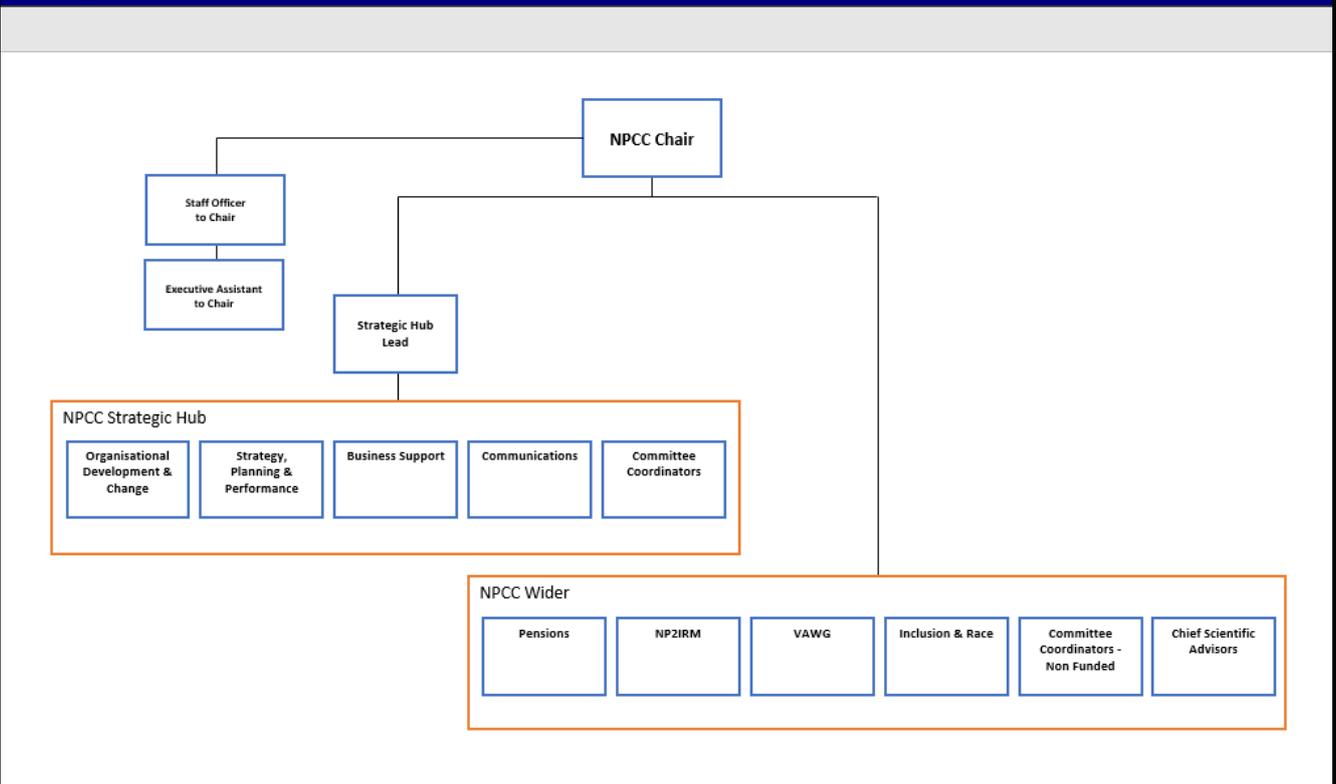


NATIONAL POLICE CHIEFS' COUNCIL – JOB DESCRIPTION

1. Job and Organisational Details

Job Title:	Staff Officer to the Chair
Job Holder's Name:	TBC
Reports to:	Chair of the National Police Chiefs Council
Line Manager's Name:	Chair of the National Police Chiefs Council
Grade:	Chief Inspector

2. Organisation Chart*



3. Job Purpose

The Staff Officer role provides confidential comprehensive policy, research and administrative support to the NPCC Chair, the leader of the National Police Chiefs' Council (NPCC) and supports and/or leads on a variety of matters affecting the NPCC and policing more broadly.

4. Knowledge, Skills and Experience

- 1 - Operational experience at the substantive rank of Chief Inspector/ Inspector within a UK police force
- 2 - Experience of research and collating information to present written and verbal reports.
- 3 - Experience of leading pieces of policy related work
- 4 - Excellent written and verbal communication skills and the ability to persuade and influence, developing effective working relationships and partnerships with people from a wide range of organisations.
- 5 - Political awareness and experience of working with, liaising with and influencing senior ranks/grades both within and outside the police service, as well as external stakeholders.
- 6 - Excellent organisational, and decision-making skills and an ability to provide innovative solutions to problems, anticipating such requirements in advance, as well as prioritising work to meet varying and challenging deadlines.
- 7- Excellent ICT skills, particularly in the use of Microsoft Office products, including Excel and PowerPoint.
- 8 - Knowledge of the governance and structure of the UK's law enforcement and criminal justice sectors as well as an understanding of the NPCC's role and business structure would be a distinct advantage

5. Communications and Working Relationships

- 1 - Political awareness and experience of working with, liaising with and influencing senior ranks/grades both within and outside the police service, as well as external stakeholders.
- 2 - Excellent organisational, analytical and decision-making skills and an ability to provide innovative solutions to problems, anticipating such requirements in advance, as well as prioritising work to meet varying and challenging deadlines.
- 3 - Knowledge of the governance and structure of the UK's law enforcement and criminal justice sectors as well as an understanding of the NPCC's role and business structure would be a distinct advantage.

6. Key Result Areas

In conjunction with the Executive Assistant, provide relevant administrative support to the Chair, organise meetings, manage their diary and respond to all enquiries. This will include frequent if not daily communications with police chief officers and their staff by telephone, face to face and email.

Establishment and maintenance of effective working relationships with:

- Home Office Officials
- Association of Police and Crime Commissioners
- Police and Crime Commissioners and their staff
- The College of Policing
- The National Crime Agency
- HMICFRS
- IOPC
- The Police Federation of England and Wales
- The Police Superintendents Association
- Police staff associations and unions
- Scottish Government, Welsh Assembly Government and Northern Ireland Executive
- Metropolitan Police Service (legal services, human resources)
- Other relevant professional organisations

Acting as the main focal point for all enquirers (members of the public and organisations) to the NPCC and to the Chair, responding in both written and oral form on behalf of the Chair in a way that is appropriate to the audience and providing accurate advice and information. In the absence of the Chair, take appropriate action to delegate urgent issues or to undertake essential interim actions.

Co-ordinate the NPCC's response to all legal matters involving or impacting upon the NPCC (including public inquiries, inquests, judicial reviews, Super Complaints, Freedom of Information requests and legislative consultations), seeking views from NPCC national leads, researching and disclosing material and statements, liaising with police forces, other organisations and legal counsel and briefing the Chair in order to effectively progress issues whilst minimising risk to the organisation.

Help to deliver the NPCC's objectives and protect the reputation of/minimise risk to the NPCC/policing more generally by remaining informed of ongoing matters affecting policing, seeking relevant information and providing advice and support to the Chair, other NPCC national leads and central office colleagues as appropriate.

Provide direct support to the Chair through undertaking research and the preparation of responses, reports, synopses, letters, speeches, briefing papers and presentations on a wide variety of topics suitable for varying audiences – often at Ministerial level,

Accompany the Chair to meetings as required, taking any relevant notes, contributing as appropriate and ensuring meeting actions are captured, tasked, followed-up and completed.

Administer the police service Honours process in accordance with the timeframes provided, working with forces and the Home Office to ensure maximum return of high-quality nominations and administer Honours Committee meetings as required.

In conjunction with counterparts at the Association of Police and Crime Commissioners, organise the NPCC-APCC joint annual summit, continually working alongside the event company and others to develop and agree the programme, speakers and all logistical, financial and security details.

This role provides support for the Chair of the NPCC through the efficient and effective provision of comprehensive administrative and business support. Development, maintenance and oversight of robust and effective office systems will be essential in enabling the offices of the Chairs to run professionally and smoothly.

In conjunction with the Executive Assistant, the job holder will often provide the first point of contact to the NPCC and must present a professional, efficient and effective manner to maintain the image and reputation of the organisation and the senior leadership of the Police Service. The development and maintenance of effective stakeholder relations will be a key part of this post. The job holder will deal with enquiries from many areas, including high-profile national and international organisations, e.g. Home office, Cabinet Office, No. 10 Downing Street, MPs, Security Services, Chief Constables from UK and international police forces, overseas governments etc.

8. Dimensions

The post holder has direct line management responsibility for the Executive Assistant and will work closely with co-ordination committee Staff Officers within the NPCC and the wider NPCC Strategic Hub team. . They will be in daily contact with Chief Constables, Staff Officers and their Chief Officer teams from all UK forces and agencies and frequently from international policing agencies.

The post holder has no direct budgetary responsibility, however they will be expected to oversee all matters pertaining to legal spend/requirements/obligations in relation to the NPCC and provide related written and verbal reports to the Senior Leadership Team.

This is an extremely demanding and busy role with the need to cope with the unexpected and, as a consequence, detailed planning, constant prioritising and reprioritising is essential.

There is a constant stream of enquiries from a range of members, stakeholders and partners from around the country. Significant decision-making is required and the post holder will need to call constantly on their problem-solving skills.