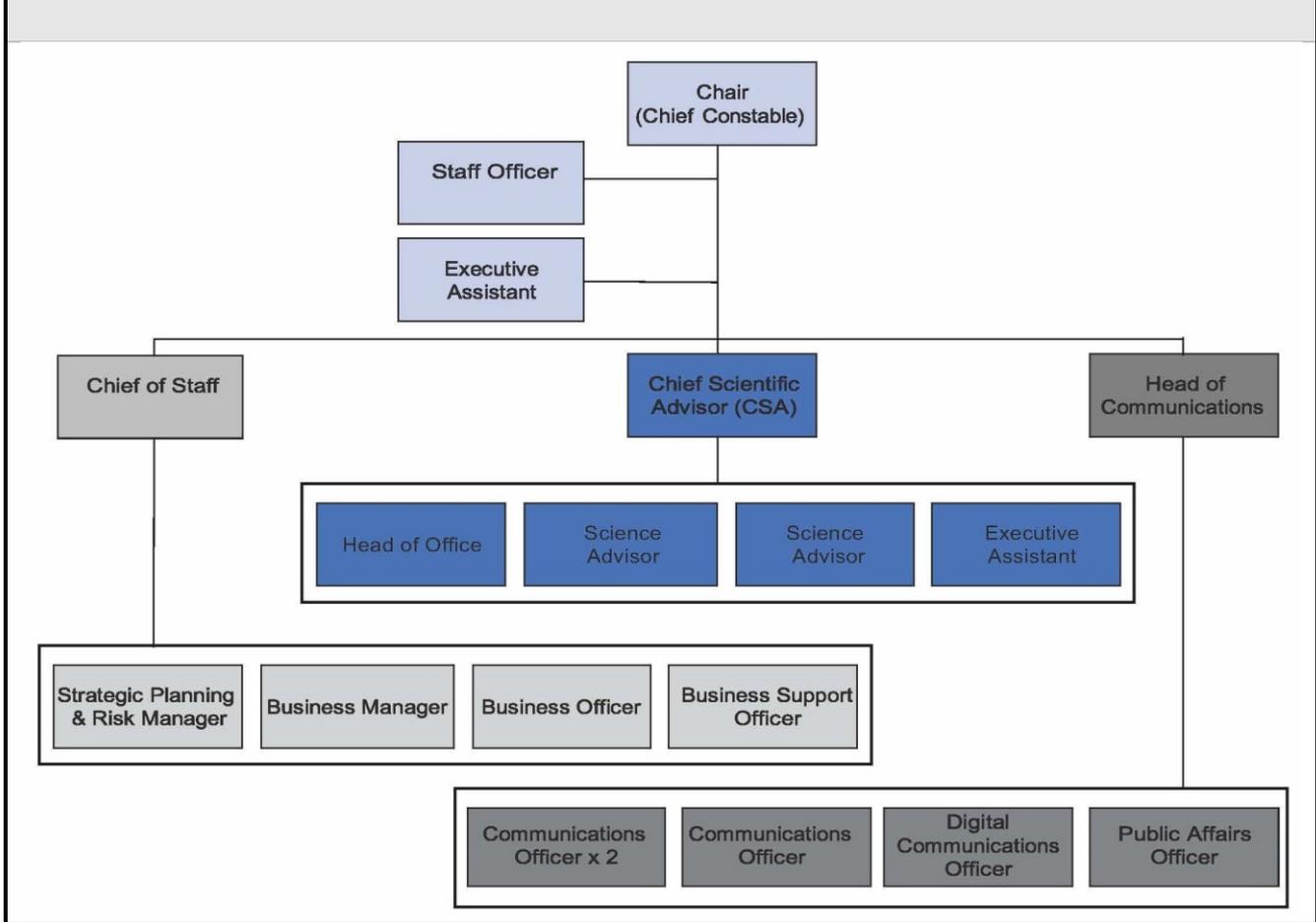


# NATIONAL POLICE CHIEFS' COUNCIL – JOB DESCRIPTION

## 1. Job and Organisational Details

<b>Job Title:</b>	EXECUTIVE ASSISTANT
<b>Job Holder's Name:</b>	TBC
<b>Reports to:</b>	NPCC Chief Scientific Advisor
<b>Line Manager's Name:</b>	TBC
<b>Grade</b>	Band C

## 2. Organisation Chart



## 3. Job Purpose

The Executive Assistant is responsible for providing high level and confidential secretarial and administrative support to the Policing Chief Scientific Advisor, who is based in the National Police Chief's Council (NPCC), and occasional support to the Chair of the Scientific Advisory Council (to be established).

#### 4. Knowledge, Skills and Experience

1. Substantial experience of supporting and managing a Chief Officer or Chief Executive's office in a pressurised environment.
2. Excellent written and oral communications skills to an advanced level including preparing and presenting complex reports.
3. Extensive experience and understanding of working in a confidential and politically sensitive environment. Ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement on issues of significance and importance, and when dealing with politicians, officials and chief officers at the highest level.
4. Excellent organisational skills, including the ability to plan and manage multiple tasks, management of a portfolio of projects and competing priorities; evaluating, analysing and summarising information gathered from a range of sources to identify important issues and problems; numerate with a keen eye for detail and a passion for accuracy in written and financial reports.
5. Substantial experience of organising meetings involving Chief Officers, politicians, senior staff and high level partner organisations, including the co-ordination of agendas, papers and briefings.
6. Knowledge and an understanding of the structure of UK policing. A relevant qualification such as an Executive PA diploma or equivalent.

#### 5. Communications and Working Relationships

1. Excellent communication skills are vital. The job holder will have regular daily communications (telephone, face to face and email) with:
  - Chief Officers in England, Wales, Scotland and Northern Ireland
  - Senior officials within the Home Office, and other government department Ministers, and their staff
  - The offices of the Chief Scientific Advisor within other government departments.
  - Members of the CSA's Scientific Advisory Council (to be established)
2. The role requires the job holder to engage with a variety of national bodies and individuals in order to support the CSA ensure relationships with key influencers are built and maintained. These people and organisations include, but are not restricted to:
  - The Association of Police and Crime Commissioners, Police and Crime Commissioners and their staff
  - The College of Policing, The National Crime Agency, and HMIC
  - UKRI, Innovate UK, N8, and other research funding organisations
  - Royal Society, the British Academy, the Royal Society for Engineering, and other learned societies
  - Vice Chancellors and other senior staff within universities
  - Officials from overseas governments including Embassy staff
  - Members of the public and other relevant partner organisations, agencies and stakeholders.
3. Written communication will involve the production of agendas, taking accurate minutes of meetings, writing briefings and complex reports, letters, maintaining accurate records, project documentation and database spreadsheets.
4. The job holder will need to review and filter all in-coming telephone calls, emails and correspondence forwarding relevant enquiries to the CSA or another team member. Some enquiries will be of a non-routine and sometimes contentious nature. The job holder will be expected to respond to enquiries on their own volition, using their own judgement and at short notice – tact and diplomacy will be vital.
5. It is essential the job holder has an ability to work on own their own initiative and with minimal supervision of direction plus a willingness to work flexibly as an effective team member.

## 6. Key Result Areas

1. Review and filter all in-coming telephone calls, emails and correspondence; prioritise, monitor and chase up outstanding actions, and personally deal with both straightforward and complex issues to ensure responses. Prepare and check outgoing internal and external correspondence and reports, including sensitive and confidential material.
2. Develop, implement and maintain effective office management systems (for example correspondence database, bring forward system and other filing and meeting papers, etc.) ensuring compliance with information management legislation and guidance.
3. Undertake complex diary planning and management for the Chief Scientific Advisor including full use of electronic and desk systems. Responsible for ensuring the CSA is effectively prepared and supported in advance of any appointment or meeting, planning ahead to make sure arrangements are made in good time, provide meeting files and briefings.
4. Manage the CSA's office in his/her absence, ensuring all urgent or important issues are passed on and dealt with appropriately.
5. Organise and administer meetings internally and externally at national level liaising with Chief Officers, officials and others as required, collate, circulate and quality assure agendas and papers, book venues and catering as required, take and circulate minutes and chase action updates.
6. Organise external visits, meetings and speaking engagements and co-ordinate briefings and material, make all necessary arrangements to ensure budget and time management pressures are met.
7. Collate and research information from a variety of sources to identify important issues and problems and assist the Chair with the production of presentations, speeches and reports, draft letters and other correspondence.
8. Book travel and accommodation on behalf of the CSA and Scientific Advisor Board members, assist with raising purchase orders and the processing of expenses and payment of invoices.
9. Provide support to other members of staff within the NPCC as necessary to cover peaks in workload, leave, etc.
10. Promote the highest standards of integrity, professional conduct and equality at all times.

## 7. Personal Qualities

### Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, partners and stakeholders. Identifies the best way to deliver services to different communities. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.

### Leading Change

Positive about change, adapting to changing circumstances and encouraging flexibility in others. Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas. Finds more cost-effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives.

### Leading People

Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly. Talks positively about policing, creating enthusiasm and commitment. Motivates staff by giving genuine praise, highlighting success and recognising good performance. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Invests time in developing people by coaching and mentoring them, providing developmental opportunities and encouraging staff to take on new responsibilities.

### **Managing Performance**

Translates strategy into specific plans and actions, effectively managing competing priorities with available resources. Takes a planned and organised approach to achieving objectives, defining clear timescales and outcomes. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Demonstrates forward thinking, anticipating and dealing with issues before they occur. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance.

### **Professionalism**

Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required.

### **Decision making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgment, ensuring actions and decisions are proportionate and in the public interest.

### **Working with others**

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.

This role provides support for the Policing Chief Scientific Advisor and the Chair of the Scientific Advisory Council through the efficient and effective provision of comprehensive administrative and business support. Development and maintenance of robust and effective office systems will be essential in enabling the offices of the Chairs to run professionally and smoothly.

The job holder will often provide the first point of contact for science in policing 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.

## 9. Dimensions

The job holder has no direct line management responsibility. They will be in daily contact with Chief Constables and their Chief Officer teams from all UK forces and agencies and frequently from international policing agencies. There is a requirement for the job holder to undertake upward management of senior personnel, many of which will be Chief Constables.

The job holder has no direct budgetary responsibility, however they will be expected to ensure value for money when arranging travel, accommodation, meeting venues etc on behalf of the Chairs.

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.