



Role title:	EMSOU(SB) Regional Business Assurance Manager
Grade & salary:	L (£34,785 - £41,919)
Working hours/shift pattern:	37 hours per week
Additional allowances:	N/A
Location:	In vicinity of M1 J27
Post reports to:	EMSOU(SB) Network Manager
Suitable for job share or part time:	Yes
Other considerations (e.g. travel):	<p>This post requires attendance and successful completion of a number of training courses that will require travel / overnight stays.</p> <p>It will also require occasional working at other locations regionally and nationally that will require travel / overnight stays.</p>
Date last reviewed:	26 th September 2018

Purpose and Description of Job Role:

Working with regional and national partners and stakeholders to undertake a range of assurance activities designed to ensure that relevant policies and procedures are consistently applied and that the Unit's information and intelligence compliance arrangements are operating effectively.

Specific Roles and Responsibilities:

- This role requires a blend of hands on practitioner, analytical, business improvement and management competencies to work as a subject matter expert as part of a national network delivering leadership and being a regional focal point for Business Assurance - providing specialist support, policy and audit services to improve consistency and standards.
- Provision of assurance that information and intelligence is being managed effectively and consistently with national policy guidelines & time scales.
- Working proactively to identify areas of performance risk, making recommendations and delivering continual business improvement.
- Conducting reviews of decision-making and associated rationales to ensure that outcomes are correctly determined and recorded.

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- Line managing Unit Business Assurance staff and providing support & guidance to the Units officers, staff, managers and senior leadership team.
- Undertake mentoring to individuals / teams where performance or compliance challenges are identified.
- Producing management information and performance reports for regional and national leads in relation to business assurance activity and findings.
- Ensuring that data is effectively managed through reviews in line with relevant national policies and guidelines.
- Conducting thematic and targeted national Business Assurance reviews led by national CT Policing HQ (which will require travel and overnight stays within the UK mainland).
- Representation & attendance at national workshops and decision making forums as the regional Business Assurance lead.
- Undertake training and working as part of a small team meeting other organisational requirements commensurate with role & responsibilities.

Skills & Experience Required:

Essential:

- Knowledge, understanding and experience of working with intelligence and information.
- A proven commitment to delivering continual business improvement.
- Experience of managing people, performance and processes.
- Knowledge and experience of project & performance management.
- Ability to manipulate, analyse & interpret large quantities of information / data sets and identify trends, inconsistencies, anomalies, risks &/or opportunities.
- Strong problem solving skills and decision making abilities.
- Strong communication and influencing skills with an ability to translate complex issues & convey difficult messages to a range of audiences at a range of levels throughout organisations.
- Ability to produce high quality reports, policy and procedure documents for a range of audiences.
- Strong rapport building skills and experience of developing and managing sustainable professional relationships with a range of stakeholders.
- Must be proactive and a self-starter who is confident and determined. Must be capable of working both independently and collaboratively as part of a small specialist teams to tight deadlines with plenty of initiative.
- Flexibility, resilience and adaptability commensurate with a dynamic, externally influenced and fast moving environment.

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- High levels of computer literacy (principally Microsoft Office with emphasis upon MS Word & Excel).

Desirable:

- Previous policing or intelligence experience.
- Performance or project management qualification.
- Knowledge, and understanding of information assurance & information management principles along with security policies & procedures in relation to data management.
- Understanding and experience of the Cabinet Office Security Policy Framework.
- Knowledge and understanding of the Government Classification Scheme.
- Full UK driving licence.

Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

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Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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