

JOB DESCRIPTION



Role title:	Team Coordinator
Grade and salary:	£26,016 (SCP 18 – 26) with a 2.1% pay award pending
Hours:	37
Department or Division:	HR
Location:	Force HQ / Agile Worker
Post reports to:	Head of HR
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
Date last reviewed:	29/3/22

PURPOSE AND DESCRIPTION OF JOB ROLE:

The post holder will provide team organisation and administrative support to the Senior Management team (SMT). This work at times will be of a highly confidential, personal and sensitive nature so a high degree of professionalism will be required by the post holder.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Production of strategic reports, letters, minutes of meetings
- Preparing and drafting presentations and reports and presentation of management information.
- Organising, attending meetings and taking minutes. Proactively chase up actions.
- Proactive management of the Senior Management Team calendars and email accounts.
- Communication with internal and external contacts across, often at a senior level.
- Dealing with routine correspondence and preparing responses on behalf of the Management team.
- Analysing information to produce letters, briefing papers, reports and presentations.
- Undertaking research on behalf of the Senior Management team and present findings.
- Maintaining records files and databases on behalf of the SMT.
- Working in a confidential area.
- Provision of support to the SMT in respect of any national or professional portfolios that they may hold.
- Responsible for departmental credit card, maintaining relevant paperwork and completing monthly expenditure form for Finance

- To carry out other reasonable duties within the overall function commensurate with the grade and level of responsibility of the post.
- Uphold the Force's values of Performance, Innovation, Responsibility, Respect & Integrity.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Previous experience of working in a coordination or administrative role.
- Excellent written and verbal communication skills.
- Previous experience of working in a confidential environment.
- Good organisational skills including previous experience of organising diaries, arranging meetings and taking minutes.
- Previous experience of managing own workload.
- Ability to prioritise and multi-task efficiently.
- Ability to work unsupervised to achieve deadlines.
- Good knowledge of Microsoft Office 365, Microsoft Teams, Excel, PowerPoint, and Outlook.

Desirable:

- Experience of customer service.
- Experience of undertaking research.
- Experience of working within a HR Team or similar environment.

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 and 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 and 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.

Operational and 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.