

POLICE – STAFF**PROJECT OFFICER
PERSON SPECIFICATION**

Area:	EMCJS	Job Title:	Business Support Officer	Weekly Hours:	37
Section:	Business Support	Scale:	Scale 5	Version:	
Post No:	J133	Status:	Established	Version Date:	16/12/16

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. To be educated to level 4 in a business or business administration related subject Or To demonstrate the ability to work to this level	2. To hold professional qualifications in Risk management, Business continuity or Health and Safety administration OR To demonstrate the ability to work to this level
Work Experience:	3. To evidence experience of working within a large organisation with multiple partners 4. To demonstrate effective coordination across functions, agencies and management levels	5. To demonstrate a working knowledge of the criminal justice system, its key agencies and partnership approach 6. To demonstrate experience of policy writing including wider consultation and Equality Impact Assessments

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<p>Personal / Interpersonal Skills, Aptitudes:</p>	<p>7. To demonstrate the ability to organise and maintain own workload through prioritising and planning and with minimum supervision</p> <p>8. To demonstrate the willingness to work with initiative, assertiveness and confidence to get things done</p> <p>9. To be able to demonstrate problem solving skills including identifying problems, researching potential solutions, isolating the optimum solution and implementing it.</p> <p>10. To be able to influence others to provide material on time and to standard</p> <p>11. Proven ability in verbal and written communication. Including the writing of reports and creation of presentations for others. As well as the formatting of a variety of business documentation including risk registers, business continuity plans, strategies, action plans and communication material</p> <p>12. Have the ability to challenge the 'norm' and present ideas and arguments in a logical manner</p>	<p>13. To have a sound working knowledge of the following Microsoft Packages: Word, Excel, Power Point and Visio</p> <p>14. To have experience of computer based management information, statistical systems, reviewing, auditing and generally improving quality throughout a department.</p>
<p>Special Skills:</p>	<p>15. To hold a full UK Driving Licence and have access to own vehicle and be prepared to use this for business purposes or to be able to source transportation to travel around the East Midlands on a regular basis</p> <p>16. Demonstrate by example that you are highly motivated, have the ability to work under pressure to meet challenging dead-lines.</p>	

POLICE – STAFF**ROLE DESCRIPTION**

Job title:	Business Support Officer
Post no:	J133
Scale:	Scale 5
Responsible to:	EMCJS Business Support Manager
Responsible for:	No direct staff supervision responsibility
Contacts:	Senior Managers, OPCC (for 4 forces), ACC and CC lead for EMCJS. Staff and employees of the EMCJS, stakeholders and partnership organisations. Home Office and College of Policing External consultants and advisors.
Role:	<ol style="list-style-type: none"> 1.To ensure effective co-ordination of key activity across EMCJS business functions, with responsibility for supporting SMT in the coordination and delivery of nominated functional priorities (Custody and Prosecutions) 2.To deliver effective support functions for Risk management, business continuity and action tracking 3. To assist EMCJS and Forces with identifying and implementing on-going improvement activity 4. To assist with research and undertake analysis, review and evaluation under guidance from Business Support Colleagues 5. To provide administrative support to SMT members around meetings

<u>Duties</u>	<u>Responsibilities</u>
Operational:	<ol style="list-style-type: none"> 1. To undertake administrative support as directed or required by the Business Support Manager or individual senior managers, to ensure that EMCJS manages its business effectively and to time. 2. To undertake a lead coordinating role in a nominated functional area (Custody / Prosecutions) ensuring that delivery against the business plan is proactively monitored and managed 3. To take an active role in the creation and coordination of the departmental risk register, business continuity plans, action plans and business plans. 4. To assist senior managers in the creation and management of policies, procedures, web sites and communications including any necessary risk assessments or Equality Impact Assessments 5. Deputise for the Business Support manager at departmental meetings. 6. Act as a point of contact for all business support functions being prepared to solve problems or escalate issues as necessary 7. Provide a professional link for risk and business continuity to the four forces of the East Midlands region.
Communication:	<ol style="list-style-type: none"> 1. To be part of the Business Support Team and undertake research and reporting as requested by the Business Support Manager, assisting colleagues across the range of Business Support functions (Performance, audit , change and projects)

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Administration:	<p>1. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</p> <p>2. This role description should develop along with the changing demands of policing reflected in EMCJS objectives and priorities.</p> <p>3. To maintain knowledge around data protection, information security and freedom of information.</p>
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General	<ul style="list-style-type: none"> Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
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	<ul style="list-style-type: none"> Be flexible in terms of working location and be prepared to work temporarily at other locations within the Region, undertaking a similar role Be prepared to travel frequently throughout the Region.
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Additional Information:

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

PDR Activities and
Behaviours: _____

Car User: _____

Budgetary Management: _____

People Management: _____

Post Funding Method: _____

Owner/source of Funding: _____

IT Systems Required: _____

Skills Required: _____

Health tests required: _____

Risk Assessment: _____

Job Evaluation: _____

Security Check Level:
(~~strikethrough checks~~ NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information: _____

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood