

[OFFICIAL]

JOB DESCRIPTION

Job Title:	Staff Officer to the Counter Terrorism Change Portfolio Director
Rank/Band:	Detective Sergeant/ Police Sergeant
Line Management:	Assistant Chief Constable/ Commander
Secondment Term:	2 years, extendable to 5 years subject to annual reviews

Job Summary

The Change Portfolio Director has responsibility for the development and delivery of the CT policing operating model and leadership of the NCTP HQ design authority. The Director also manages the CT policing change portfolio ensuring that national CT programmes and projects are managed consistently and also leadership of the implementation of the Demand, Risk and Resources (DRR) recommendations. The CT Director also co-manages the Joint Collaboration and Co-ordination Office with the NCA Change Director.

The post holder works as Staff Officer to the Change Portfolio Director, in conjunction with the PA, to ensure the efficient and effective discharge of the Change Portfolio Director's business, ensuring deadlines are met and carry out tasks as directed by the director.

Key Tasks

The post holder will be required to do the following:

- Plan and organise the Change Portfolio Director's business in line with priorities and deadlines
- Managing and preparing papers and briefings for the Change Portfolio director.
- Draft papers for communication to internal audiences and external partners.
- Produce papers / responses requested by other business partners or oversight bodies
- Maintain general oversight of Change Portfolio Director's communications and business when Director is out of office
- Line management responsibility of PA to Director

Essential/ Key Skills

- Excellent organisational skills.
- Ability to work in a fast-moving and uncertain environment and identify (and resolve) organisational risks.
- Ability to extract pertinent points from papers / briefings.

- Possession of excellent written and verbal communication skills, with the ability to draft precise summary reports.
- Excellent Outlook, Word, Excel, and PowerPoint skills.
- Experience in dealing with highly protectively marked material
- Knowledge of the CT Network, National Policing, NCA, Government and NCTPHQ structures and strategies.
- Be DV Strap or willing to be vetted to that level.
- Exposure to or experience of the CT network, partner agencies and a good understanding of the CT landscape.

Desirables

- Experience of change management.

Policing Performance Framework - Sergeant

Operational Effectiveness

Delivers quality outcomes to meet local priorities.

Manages a range of tasks, ensuring outcomes are delivered to a high quality standard within required timeframe. Monitors performance and ensures work meets local objectives. Works in partnership to understand and meet the diverse needs of customers. Ensures joined up working with internal or external partners to improve service delivery.

Manages risk to safety and confidence through informed and reliable judgement.

Uses policing knowledge and experience to identify and manage risk and make effective decisions. Provides policing advice and guidance to others, seeking it where appropriate. Ensures appropriate record keeping and applies lessons learnt when making key decisions.

Organisational Influence

Provides strong leadership.

Provides clear direction through visible, approachable leadership and leading by example. Seeks to develop from own experience, understanding how own behaviour affects others. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so.

Values effective performance and responds to ineffective performance appropriately and fairly. Shows initiative, personal resilience and motivation to deliver quality policing, and supports others to do the same. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not. Ensures professional standards are upheld and shows support for senior decisions.

Develops effective communications and working relationships.

Communicates effectively with customers, colleagues and managers. Ensures clear two-way communication by listening and responding appropriately. Engages with others to learn and to share relevant information. Upholds organisational reputation.

Resource Management

Manages the right resources to enable effective working.

Prioritises work and resources to meet local objectives. Ensures time and resources are used in a way that best meets customer and MPS needs. Plans and distributes work fairly and according to capacity, relevant knowledge and skills. Uses MPS resources responsibly and in accordance with relevant policy.

Ensures efficient working.

Ensures and encourages efficient working practices. Finds ways to generate or improve efficiencies without compromising service delivery.