

[OFFICIAL]

## **JOB DESCRIPTION**

<b>Job Title:</b>	Senior Policy Adviser – UK Based
<b>Rank/Band:</b>	Band C
<b>Line Management:</b>	Deputy Head of International Protect and Prepare
<b>Secondment Term:</b>	2 years, extendable to 5 years subject to annual reviews

### **Job Summary**

The international Protect & Prepare team is a programme that is funded to develop and support overseas capability and capacity building in CT Protective security and CT Preparedness. The Joint Overseas Protect and Prepare Board (JOPP) defines the priority countries which are the primary focus of this work. The International team consists of overseas permanently deployed individuals and a UK based team, some of who will travel out to assist in delivering the products developed by the International P&P team.

As well as the key tasks outlined below, you will work to support the Overseas International Protect & Prepare permanently deployed individuals whose aim is to coordinate the delivery of Protect and Prepare capability and capacity building overseas. You will achieve this through the design and delivery of a range of Protect and Prepare products and activities for delivery with local agencies and key stakeholders in country.

You will manage several projects simultaneously and liaise with the Foreign Commonwealth Office, Home Office as well as other partner agencies to define and develop the varied requirements for each of the countries under your responsibility

### **Key Tasks**

The post holder will be required to do the following:

- Based at Empress State Building in London SW6 5TR, you will be responsible for a UK based portfolio with the ability to deploy for short periods overseas in support of the international programme delivery.
- Provide strategic briefings and updates for board level meetings
- Coordinate and oversee secretariat function for the team
- Manage overseas delivery programmes specific to country requirements.
- Complete regular comprehensive update reports as specified by the line manager.
- Supervise and support International Protect and Prepare staff deployed overseas to develop and deliver the International Protect and Prepare program overseas.
- Resource demand and ensure resilience across a number of countries, ensuring completion and prioritisation of tasks. Also signposting, where appropriate, to other relevant stakeholders and websites.

- Liaise with key stakeholders to maximise delivery. These may include representatives from industry, government and emergency services in country as well as FCO and other UK Government and non - government agencies.
- Represent UK Government and NCPP when periodically deployed overseas.
- Quality assure work delivered by those officers and staff deployed overseas by NCPP to ensure standards and consistency of delivery and support implementation of any recommendations identified.
- Quality assure CT awareness delivery, including Projects Griffin, Argus and Servator (or their international equivalent), to ensure they meet required overseas standards.
- Coordinate the Performance, Monitoring and Evaluation Process in country.
- Remain flexible to undertake additional tasks as directed by your line manager.
- Line management responsibility for a range of police officers and police staff posted both locally and overseas.

### **Key Skills**

The role holder must have:

- Commitment to flexibility, to be able to travel overseas periodically for short deployments in support of the International programme delivery. Priority countries are subject to change, hence the need for flexibility to change deployment at short notice if required.
- Maintain a good working knowledge of role specific CT legislative procedures, national policy and tactical options to advise internal and external stakeholders.
- Maintain a good operational knowledge of emerging CT attack response capability (including MTA), as well as current UK standards of preparedness and protective security capabilities.
- Maintain knowledge of groups, attack methodologies and current affairs relating to terrorism and extremism, in particular within your area of responsibility.
- Agreed to attend and successfully pass Officer Safety Training, Emergency Life Support and Hostile Environment Awareness Training.

### **Experience**

- Previous experience in delivering capacity building work overseas
- Knowledge and experience of Whitehall and central government crisis management arrangements.
- Knowledge and experience of business continuity, resilience and emergency planning.
- Proven ability to manage and prioritise a number of work streams simultaneously within an extensive overall work programme.
- Knowledge/experience of one or more of the following areas – Counter Terrorism, Protective Security, Emergency Preparedness, tactical use of Firearms in policing.
- Proven workforce management skills and experience.
- Proven ability to build effective relationships with excellent negotiating, influencing and communication skills.
- Good organisational, time management and planning skills.
- A willingness and desire to learn new skills and knowledge regarding CT issues.
- Willingness to undergo police driver training/check testing.
- Competency in IT applications including Word Excel and Powerpoint.
- Competency in public speaking and audience presentations.
- Existing holder of Developed Vetting Status and associated STRAP clearance or SC with a willingness to undergo DV and STRAP

## **Desirables**

- Knowledge and experience of UK Government structures in missions overseas.
- Knowledge and experience of Training Design and/or Delivery

## **Policing Performance Framework – Manager**

### **Operational Effectiveness**

#### **Delivers quality outcomes to meet objectives**

Works in partnership to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

#### **Manages work through informed and reliable judgement**

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

### **Organisational Influence**

#### **Provides strong leadership**

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. Upholds legislation, regulations and policy, acting with integrity, and challenging those who do not.

#### **Develops effective communications and working relationships**

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of the MPS where practicable, upholding organisational reputation.

### **Resource Management**

#### **Manages the right resources to enable effective working**

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly according to capacity, knowledge skills where relevant. Uses MPS resources ethically and appropriately, ensuring others do the same.

**Ensures efficient working**

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.