



P&G Development Assistant

District/Department	Performance & Governance	Rank/Grade	Band B
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Role purpose:

The role provides an opportunity to support work within the Performance and Governance department at the force's headquarters. The key role involves carrying out regular horizon scanning and research, maintaining the policy platform for the organisation, and assisting the Research and Policy Officer in supporting the evidence-based learning for South Yorkshire Police. A willingness to undertake a range of administrative duties to support the work of the team will also be expected.

The temporary post will primarily suit a self-motivated team player who is interested in developing an understanding of the policing service, and keen to support organisational decision-making.

Key Accountabilities:

- Carry out environment scanning collating news relating to police work, good practice and research.
- Publish new and existing policies and procedural instructions internally and externally.
- Maintain a policy tracker database, and a number of intranet site pages.
- Provide administration support to the Evidence Based Policing research group.
- Liaise with colleagues across the force to support internal and external audit processes.
- Carry out quality assurance work of police standards and procedures.
- Provide administrative support in the preparation of presentations / performance documents / reports as required.
- Respond to incoming enquiries.
- Any other duties commensurate with the grade of the post.

Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

<u>Competency</u>	<u>CVF Level</u>
https://profdev.college.police.uk/competency-values/	Level 1 - Practitioner Level 2 - Supervisor/Middle Manager Level 3 - Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1

Core values for ALL employees:



South Yorkshire

POLICE

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential:

Computer literate to include Microsoft applications including MS Word, Excel and PowerPoint

Good written and verbal communication skills

Experience of using email and diary management tools

Experience of working with sensitive and confidential material

Experience of working in a small team environment to short deadlines under pressure.

Must be flexible in approach to work, have a positive manner and have strong attention to detail

Desirable:

Knowledge and experience of police systems

Previous use of MS Teams