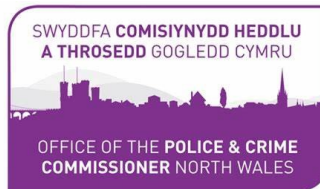
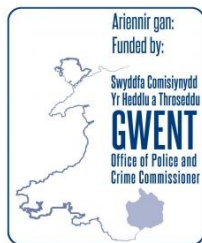




**COMISIYNYDD
HEDDLU A THROSEDDU
DYFED-POWYS
POLICE AND CRIME
COMMISSIONER**



ROLE PROFILE

Role Title:	All Wales Business Co-ordinator
Grade:	PO 4/5 (£42,597 - £48,048)
Responsible to:	Chief Executive of Welsh Force
Responsible for:	Administration Support Officers, Administration Assistants
Liaison with:	Police and Crime Commissioners teams, Police Liaison Unit, Police Staff, General Public, External Organisations, Agencies and Partnerships, inc., Welsh Government, all Wales programme leads
Required Vetting Level:	MV/SC – Management Vetting and Security Clearance
Date Published:	November 2022

THIS IS A POLITICALLY RESTRICTED POST

Role Purpose:

The Business Co-ordinator will be responsible for the co-ordination and management of the Police and Crime Commissioners, partnership, collaboration on an all Wales and UK wide basis. The role will provide high quality advice and support to all elements of collaboration, ensuring good governance, scrutiny and compliance/performance activity. The role will ensure that statutory and constitutional compliance is achieved.

This Central role will help ensure:

- Improved co-ordination and consistency of approach across Wales
- Manage a Forward Work Programme which supports the Commissioners to discharge their statutory responsibilities in relation to collaborative activity.
- Facilitating progress on agreed actions.
- Support evidence of activity on an all-Wales basis
- Support transparency of decision making and recording of actions across all key governance fora within Policing in Wales
- Dedicated support to the Chair of Policing in Wales in relation to their additional responsibilities.

Main Responsibilities	<div data-bbox="354 508 1434 1032"> Advice and Guidance <ul style="list-style-type: none"> • Co-ordination of all Wales projects and programmes • Manage a Forward Work Programme which supports the Commissioners to discharge their statutory responsibilities in relation to collaborative activity. • Facilitating progress on agreed actions and performance measures. • Support evidence of activity on an all-Wales basis • Support transparency of decision making and the recording of actions across and between the Welsh Chief Officers Group, Policing in Wales and the Policing Partnership Board for Wales • Dedicated support to the Chair of Policing in Wales in relation to their additional responsibilities. • Analyse and present management information (including budget oversight) to Commissioners and Chief Officers </div> <div data-bbox="354 1032 1434 1218"> Business Improvement <ul style="list-style-type: none"> • Identify, propose and implement developments and improvements to the area, unit or project for the mutual benefit of the Commissioners in Wales • Lead initiatives to improve business processes </div> <div data-bbox="354 1218 1434 1514"> Customer Service and Representation <ul style="list-style-type: none"> • To present a positive image and service to both internal and external customers • Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service <p>Maintain confidentiality in relation to data protection issues and Management of Police Information (MOPI) standards</p> </div> <div data-bbox="354 1514 1434 1771"> Finance <ul style="list-style-type: none"> • Monitoring pre-determined budgets and project/programme commitments • Quality assures and report on financial commitments in conjunction with Commissioner Chief Officer teams • Put forward and implement budget reports in relation to all-Wales collaboration </div> <div data-bbox="354 1771 1434 2101"> Organisation/Planning <ul style="list-style-type: none"> • Organise day-to-day delivery of all-Wales collaboration reports • Identify, seek approval for, and deploy suitable resources for the department to deliver its service objectives • Identify, propose and introduce improvements to collaboration and partnership • Contribute to all Wales planning, resource allocation and horizon scanning • Develop and agree a course of action covering the short and medium </div>
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	<p>term</p> <p>People Management</p> <ul style="list-style-type: none"> • Manage any related recruitment, and development within the team where appropriate • Allocate and co-ordinate the work to team members within specialist subject area/ project • Work closely with Police and Crime Commissioner teams, Police Liaison Unit, Police Chief Officer teams and all applicable partners. • Strong communication and negotiation with all relevant stakeholders <p>Processes</p> <ul style="list-style-type: none"> • Design, develop, create, amend and review processes reflecting all Wales partnership, governance and scrutiny. • Quality assures the delivery of all-Wales collaboration <p>Policies & Strategies</p> <ul style="list-style-type: none"> • Research review and draft process in support of all-Wales collaboration • Draft and consult on process in support of all-Wales collaboration • Monitor and report on policy implementation to ensure compliance and identify issues/problems <p>Risk Management and Legal Compliance</p> <ul style="list-style-type: none"> • Identify risks with collaboration, mitigate risks and inform others on risks • Manage risk management schedules to ensure the Commissioner's meet their obligations or commitments. • Monitor and ensure compliance with all regulations and policy guidelines • Escalate major problems <p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Qualified to NVQ Level IV/ degree level, be actively working towards or be able to demonstrate employment experience at equivalent level <p>Desirable</p> <ul style="list-style-type: none"> • Professional qualification in either business management, project management or financial management • Experience of change management • Possession of strategic awareness
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Must be computer literate and proficient in Microsoft applications • Excellent communication, people management and planning skills • Ability to influence and implement all Wales vision for partnership • Ability to manage and develop disparate functions/projects in a busy, dynamic environment • Demonstrate experience of managing teams or co-ordinating projects <p>Desirable</p> <ul style="list-style-type: none"> • Welsh Language Level 2 - Can understand the essence of a conversation in Welsh and can convey basic information and respond

	to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute to a meeting partly in Welsh.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Awareness of using IT solutions to maximise business effectiveness. • Experience of governance, performance management and project oversight. • Demonstrate experience of governance and co-ordination of projects or programmes <p>Desirable</p> <ul style="list-style-type: none"> • Working with in a political environment • Knowledge of the criminal justice system
Personal Qualities	<p>Serving the Public Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests Ensures that all staff understand, expectations, needs and concerns of different communities and strive to address them Builds public confidence by actively engaging with different communities, partners and stakeholders Identifies the best way to deliver services to different communities Understands partners' perspectives and priorities and works in tandem with them to deliver the best possible overall service to the public, building public confidence</p> <p>Professionalism Acts with integrity, in line with values of the Police Service Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially challenging situations Upholds professional standards, acting a role model to others and challenging unprofessional conduct or discriminatory behaviour Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required</p> <p>Leading Change Positive about change, adapting to changing circumstances and encouraging flexibility in others Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas Finds more cost effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge</p> <p>Leading People Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly</p>

	<p>Talks positively about policing, creating enthusiasm and commitment</p> <p>Motivates staff by giving genuine praise, highlighting success and recognising good performance</p> <p>Gives honest and constructive feedback to help people understand their strengths and weaknesses</p> <p>Invests time in developing people by coaching and mentoring them, providing developmental opportunities for staff and encouraging them to take on new responsibilities</p> <p>Managing Performance</p> <p>Translates strategy into specific plans and actions, effectively managing competing priorities with available resources</p> <p>Takes a planned and organised approach to achieving objectives, defining clear timescales and outcome</p> <p>Identifies opportunities to reduce costs and ensure maximum value for money is achieved</p> <p>Demonstrates forward thinking, anticipating and dealing with issues before they arise</p> <p>Delegates responsibilities appropriately and empowers other to make decisions</p> <p>Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance</p> <p>Decision Making</p> <p>Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations</p> <p>Considers a range of possible options, evaluating evidence and seeking advice where appropriate</p> <p>Makes clear, timely, justifiable decisions, reviewing these as necessary</p> <p>Balances risk, cost and benefits, thinking about the wider impact of decisions</p> <p>Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest</p> <p>Working with Others</p> <p>Builds effective working relationships with people through clear communication and collaborative approach</p> <p>Maintains visibility by regularly interacting and talking with people</p> <p>Consults widely and involves people in decision making, speaking to people in a way they understand and can engage with</p> <p>Treats people with respect and dignity regardless of their background or circumstances promoting equality and the elimination of discrimination</p> <p>Treats people as individuals, showing tact, empathy and compassion</p> <p>Sells ideas convincingly, setting out the benefits of a particular approach and striving to reach mutually beneficial solutions</p> <p>Expresses own views positively and constructively and fully commits to team decisions</p>
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All individuals of All Wales team must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

Qualifications	✓
Skills	✓
Knowledge	✓
Personal Quality – Serving the Public	
Personal Quality – Professionalism	✓
Personal Quality – Leading Change	✓
Personal Quality – Leading People	
Personal Quality – Managing Performance	✓
Personal Quality – Decision Making	
Personal Quality – Working with Others	