

Executive Support, OPCC

Job Family - Supervisor

Grade: E	Department: Office of the Police and Crime Commissioner
Location: OPCC/HQ	Security Vetting: MV & CTC
Role Specific Requirements/ Restrictions:	Political Restriction
Role Specific Hazards:	Display Screen Equipment
System Access Requirements:	PowerBI, Information Assets, MyTrent Manager Self Service, Working Time Recording, External email, Ardal

Role Purpose:

To provide a business support function for the Executive Team of the OPCC. The post holder will work closely with the executive team, supporting all members as necessary.

Role Specific Tasks

1. Monitor, review and evaluate incoming correspondence, updating the executive team as necessary.
2. To be responsible for efficient diary management and the coordination of travel and accommodation arrangements.
3. To be responsible for maintaining secure office systems including mail management, ordering, data management and general filing in line with legislation and the OPCC Retention and Destruction policy.
4. To manage mail, email correspondence and telephone communications, highlighting key issues, responding on their behalf, redirecting enquiries or drafting responses where appropriate.
5. Be responsible for collating and publishing information relating to expenses in line with the Specified Information Order.
6. Lead in planning, organising and managing meetings, conferences and special functions on behalf of the PCC.
7. Co-ordinate meetings, responsibilities include: collating items for agendas; setting agendas and circulating papers prior to the meeting; taking minutes and posting minutes and relevant papers on the Website.
8. Co-ordinate the work of colleagues, providing advice and instruction to ensure the responsibilities of the PCC and Executive team are met.
9. Gather, summarise, analyse and present information from internal and external sources in a clear and concise format for the Executive Team and where appropriate, make recommendations to assist with decision making.
10. To be the first point of contact with a wide range of people including partners, dignitaries and members of the public on behalf of the Executive Team.
11. Act as the main point of contact within the OPCC for the handling of Freedom of Information Act and subject matter access requests and ensure responses are made in line with prescribed timescales.
12. Publish information in accordance with the Specified Information Order
13. To be responsible for ordering and spend from an office budget.
14. To provide support and resilience within the OPCC when necessary.

Role Generic Tasks

15. To be responsible for the management, development and provision of quality services through flexible tasking processes.
16. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
17. To deal with employee conduct, performance and attendance matters in adherence to Force policy.
18. To work with customers at the initial point of contact and have the responsibility for resolving queries.
19. To prepare original reports and statistical returns to improve quality and performance and meet statutory and regulatory requirements
20. To be responsible for specific budgets and ensuring expenditure is monitored.
21. To implement ongoing training and development activity to up skill staff, promoting flexibility of deployment and resilience.
22. To identify activities and processes that requires improvement to deliver change and enhance performance.
23. To provide supervisory resilience during periods of absence/abstraction.
24. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of

Skills / Attainments [to be evidenced on application]

Only evidence against these FIVE attainments on your application form

	1. Must hold a degree, equivalent professional qualification or have relevant experience bringing the role holder to a comparable level (E)
	2. Must have experience of dealing with members of the public and providing information (E)
	3. Must possess verbal critical reasoning skills, i.e. an ability to extract salient points from correspondence and reports (E)
	4. Must have proven experience of a financial control function. (E)
	5. Must be a fluent Welsh speaker and be able to respond verbally and in writing through the medium of Welsh (level 3) [Click here for the DPP Welsh Language requirements] (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process

	1. Must have experience of minute-taking (E)
	2. Must have experience of mentoring, coaching or supervising others (E)
	3. Must have previous administrative experience (E)
	4. Must be able to administer policies and procedures to quality standards (E)
	5. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)
	6. Must have proven organisational skills and have the ability to effectively prioritise tasks to achieve deadlines (E)
	7. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	8. Must demonstrate a practical approach to problem solving (E)
	9. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E)
	10. Must be able to travel within the force area as required by the role (E)

(E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.