1. Job and Organisational Details

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>STRATEGIC PLANNING AND RISK MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Holder’s Name:</td>
<td>TBC</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>Line Manager’s Name:</td>
<td>TBC</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade M</td>
</tr>
</tbody>
</table>

2. Organisation Chart

3. Job Purpose

The Strategic Planning and Risk Manager is responsible for the co-ordination of the development, risk and programme management of the National Police Chiefs’ Council (NPCC) Annual Delivery Programme including designing effective new processes.

4. Knowledge, Skills and Experience

1. Experience of strategy development, process design and business planning within a large organisation and an understanding of corporate governance within the public sector.

2. Experience of programme management including managing a complex portfolio of projects, maintaining accurate records, preparation of programme documentation, benefits realisation, and preparation of information for use across the organisation.
3 Experience of planning, designing and implementing a risk management process within an organisation including risk assessment and evaluation.

4 Excellent communication and interpersonal skills with the ability to communicate effectively with people at all levels by telephone, face-to-face and in writing. Experience of negotiating and influencing and providing advice and guidance to chief officers and senior managers.

5 Experience and understanding of working in a confidential and/or politically sensitive environment.

6 Excellent organisational skills, including the ability to plan and manage multiple projects and competing priorities; evaluating, analysing and swiftly summarising information; numerate with a keen eye for detail and a passion for accuracy in written and financial reports.

7 Knowledge of business planning, programme and risk management is essential and an understanding of the structure of UK policing would be a distinct advantage.

5. Personal Qualities

**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 the expectations, changing 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 co-operatively with them to deliver the best possible overall service to the public.

**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.

**Leading people**

Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly. Talks positively about policing, creating enthusiasm and commitment. Motivates staff by giving genuine praise, highlighting success and recognising good performance. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Invests time in developing people by coaching and mentoring them, providing developmental opportunities and encouraging staff to take on new responsibilities.

**Managing Performance**

Translates strategy into specific plans and actions, effectively managing competing priorities with available resources. Takes a planned and organised approach to achieving objectives, defining clear timescales and outcomes. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Demonstrates forward thinking, anticipating and dealing with issues before they occur. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance.

**Professionalism**

Acts with integrity, in line with the values and ethical standards 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 challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required.

**Decision making**
Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgment, ensuring actions and decisions are proportionate and in the public interest.

**Working with others**

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.

### 6. Communications and Working Relationships

1. Daily communications with police chief officers and their staff by telephone, face to face and email.

2. Establishment and maintenance of effective working relationships with:
   - The Home Office and other government departments
   - The Association of Police and Crime Commissioners
   - The Offices of Police and Crime Commissioners
   - The College of Policing
   - The National Crime Agency
   - HMIC
   - Other agencies and organisations

3. Written communication will involve the production of programme documentation, costed business cases, writing management reports, maintaining accurate records and database spreadsheets.

4. It is essential that the post holder works with the team to set priorities create clear plans and manage all work to meet the needs of the customer and the business.

### 7. Key Result Areas

1. Design and co-ordinate the development of the NPCC’s Annual Delivery Plan and strategic planning processes, undertaking research through consultation with chief officers and key stakeholders, monitor implementation and report on progress against the plans.

2. Plan, design and implement the risk management process for the NPCC, analyse and evaluate risks, establish risk appetite and undertake risk reporting to the Chair, Committee Heads and individuals as appropriate.

3. Support the Business Director in the provision of a professional governance service to the Chair, Chief Constables’ Council, the Committees and the Board and their decision making and scrutiny structures.

4. Programme and project management in support of the NPCC’s work programme and Annual Delivery Plan; the development and maintenance of programme and project management systems; the production and maintenance of plans; delivery of projects and products on time and performance monitoring and reporting of progress against the annual delivery plan.
5 Undertaking research and consultation in support of the Chief Constable and the Business Support team as requested.

6 Produce reports, costed business cases and presentations, draft letters and responses to complex enquiries ensuring that information is prepared and presented in a professional and timely manner.

7 Act as the point of contact in providing support, advice and guidance on matters relating to strategic and business planning and risk management.

8 Promote the highest standards of integrity, professional conduct and equality at all times.

8. Scope for Impact

This role is key in facilitating the achievement of the NPCC’s Annual Development Plan. Development and maintenance of robust and effective systems and processes for strategic planning, risk and programme management will be essential in enabling the organisation achieve its agreed strategic objectives and delivering transparency.

The job holder will represent the organisation through liaison with stakeholders and attendance at meetings.

9. Dimensions

The job holder has no direct line management responsibility. They will have responsibility for certain tasks/duties usually performed by the Chief of Staff when the post holder is unavailable or on leave.

The job holder has no budgetary responsibilities, although they will be responsible for aspects of budget monitoring in terms of expenditure relating to programmes and projects and have occasional responsibility for the direct and indirect management of specific project budgets as the need arises.

The job holder will have to work closely with chief officers to collate and analyse data and information and will need to act with tact and sensitivity at all times.