THE NATIONAL POLICE CHIEFS’ COUNCIL (NPCC)

The NPCC replaces ACPO on 1 April 2015. The National Police Chiefs’ Council (NPCC) will help police cut crime and keep the public safe, by joining up the operational response to the most serious and strategic threats. Focussing on operational delivery and developing national approaches on issues such as finance, technology and human resources, it will work closely with the College of Policing, which is responsible for developing professional standards.

Applications are invited from suitably qualified candidates for the following post:

Executive Assistant
£24,500 – 27,884 plus £3,501 Location Allowance
Permanent Employment / Secondment: 2 years
Central London

The Executive Assistant will be responsible for providing high level and confidential secretarial and administrative support to the Chair of the National Police Chief’s Council (NPCC) and to the Chair of the NPCC Governance Board. The post holder will also:

- Develop, implement and maintain effective office management systems (for example correspondence database, bring forward system and other filing and meeting papers etc) ensuring compliance with information management legislation and guidance.
- Undertake complex diary planning and management for the Chair of the NPCC and the Chair of the NPCC Governance Board including full use of electronic and desk systems. Responsible for ensuring the Chairs are effectively prepared and supported in advance of any appointment or meeting, planning ahead to make sure arrangements are made in good time, provide meeting files and briefings.

Additional Information:

If you have the experience, skills and abilities necessary to fill this unique and challenging post, please see the attached role profile and application form review. Applicants should have or be willing to acquire SC clearance (minimum).

For secondees: No accommodation is provided but all relevant travelling expenses will be paid.

Please note that all applications for secondment must be endorsed by a member of your Force ACPO Command Team.

For further information on the post please contact Marie Daniels on 020 7084 8978. To download an application pack, please visit www.acpo.police.uk.

Appointments to the post will be at the bottom of the scale except in the cases of secondment where the individual is on a higher spinal point within the grade advertised.

Applications for both posts must be received by Marie Daniels, Association of Chief Police Officers, 1st Floor, 10 Victoria Street, London, SW1H 0NN, marie.daniels@acpo.pnn.police.uk by no later than Tuesday 14th April 2015.