**ROLE PROFILE**

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| **Role Title:** | TSU Project Coordinator | **Leadership level:** |  |
| **JRN:** | 30452 | **Job family:** |  |
| **Band:** | 4 | **Location:** | Location based |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Department:** | NEROCU | **Vetting level:** | MV SC |
| **Reporting to:** | DI, TSU/SSU | **Date published:** | September 2022 |
| **Posts responsible for:** | None |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Provide administrative and governance support to project boards ensuring documents are disseminated in a timely manner; preparing agendas, distributing relevant project documentation, minute taking and expediting actions as appropriate to support the delivery of projects. |
| **Key responsibilities of the role:** |
| **1** | Support Police Officers and staff within the team to understand programme and project governance standards including the creation and maintenance of standard project documents and other supporting documentation. |
| **2** | Manage and coordinate diaries, organise project and department meetings and liaising effectively with counterparts across the organisation. Conduct regular inventory audits in line with National Surveillance Guidance to ensure that records held are accurate |
| **3** | Maintain the force programme and project governance structure ensuring all project documents meet corporate standards and are available through the appropriate platforms in a timely manner. |
| **4** | Provide a single point of contact for all information and benchmarking requests into the team, ensuring a corporate response is provided in all correspondence. |
| **5** | Develop and maintain efficient and effective file structures to ensure project documentation is stored in a logical manner and easily retrieved and available to relevant project stakeholders when required. Develop and maintain tools to standardise and streamline processes, as well as support the upkeep of information systems and effective recording, monitoring, and handling of various levels of data. |
| **6** | Establish and maintain effective working relationships across the organisation with relevant programme and project stakeholders to help promote and embed a professional approach to programme and project governance. |
| **7** | Support process reviews and help facilitate key meetings and improvementworkshops to map and critically evaluate services, processes and the application of technology to improve service delivery. |
| **8** | Assist with project work where appropriate and as directed in order to support delivery and progress in line with programme and project plans. |
| **9** | Work closely with the Finance department to monitor and reconcile ledgers and spend against approved Revenue and Capital budgets Generate regular status reports, developing and maintaining standardised systems to support spend management. Engage with external suppliers of technical and specialist equipment to support purchasing activity required to support operational requirements of the department.  |
| **10** | Co-ordinate across the three force training departments to monitor and update TSU/SSU, Cyber and TEI training profiles, including compliance and budget monitoring. Liaise with external and internal training providers to schedule training, ensuring the team maintain professional license status. |
| **11** | Develop technical knowledge to keep up to date with legislative changes and contribute to the overall achievement of the TSU and Force objectives.  |
| **12** | Regularly collate and report on monthly TSU and SSU performance data ensuring it is recognised within national performance reporting systems (APMIS). the Ensure the efficient and timely handling of sensitive information including covert tactics.  |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** All NEROCU teams including SMT, Operations, Intelligence, OpSy and Business Support.**External:** NCA, NOC, College of Policing, Industry, Academia, training providers and other commercial entities. Force departments including HR, ER, Finance, Procurement, Vetting, Crime and CAB |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months**  |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Experience in using word processing and spreadsheet applications. Competent in Microsoft Office. Experience in providing administrative support. | Experience in a project support role. | Application/interview/CPD |
| Planning and organising | Be flexible, organised and dedicated.Demonstrate the ability to appropriately prioritise and plan own work.Maintain accurate records to ensure monitoring of finance and training needs.Ability to manage workloads and balance competing priorities. | Demonstrate the ability to multi-task. | Application/interview/CPD |
| Problem solving and initiative | Ability to anticipate potential problems and resolve issues independently with an understanding of when to seek advice. Ability to identify potential opportunities to enhance efficiency and effectiveness of the capability within the support role.  | Knowledge of problems solving methodology and best practice | Application/interview/CPD |
| Management and teamwork | Willingness to assume administrative support role across various areas of business when required. | Desire to achieve team and organisational goals. | Application/interview/CPD |
| Communicating and influencing | Strong communication skills.Ability to proactively develop effective working relationships with colleagues, partners and other stakeholders. |  | Application/interview/CPD |
| Other skills and behaviours | High degree of integrity in order to maintain operational security. Self-motivation, initiative and drive, and the ability to demonstrate professional resilience and flexibility. | Hold a full UK Driving Licence and be willing to travel to 3 forces areas, and throughout UK. | Application/interview/CPD |