

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Governance & Planning Coordinator	<b>Leadership level:</b>	
<b>JRN:</b>	20348	<b>Job family:</b>	
<b>Band:</b>	6	<b>Location:</b>	Agile
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	Corporate Development	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	Governance and Planning Manager	<b>Date published:</b>	September 2022
<b>Posts responsible for:</b>	None		

## Part A – Job Description

### Overall purpose of the role:

To co-ordinate and maintain a corporate knowledge management system to capture all force issues, decisions and actions to support the force governance framework and inform organisational learning.

### Key responsibilities of the role:

<b>1</b>	Provide a single point of contact for all information and benchmarking requests from external agencies, ensuring a corporate response is provided in all correspondence.
<b>2</b>	Record and disseminate information and correspondence from external agencies, liaising with relevant Area Commands and Departments on progress and action in accordance with deadlines.
<b>3</b>	Provide a secretariat service to allocated force committees, briefing Chairs as necessary and ensuring Force instructions are updated as required to support the Force governance structure.
<b>4</b>	Conduct research and strategic scanning, collate national and local products to identify threats, risks and opportunities, prepare reports to inform strategic planning, decision making, Force strategy and policy development.
<b>5</b>	Act as Gatekeeper for Force instructional information systems, providing guidance to users, quality assuring and progress chasing, to ensure information is accurate and relevant.
<b>6</b>	Co-ordinate, record and monitor issues and trends across the force, liaising with Area Commands and Departments to provide update reports to Senior Officers to support decision-making.
<b>7</b>	Develop and maintain a knowledge management system, collating and recording identified issues, information, decisions and actions, in order to access reliable data and inform organisational learning.
<b>8</b>	Support external inspection activity and internal audits as directed.

## Part B – Scope of contacts

### Internal / External relationships:

**Internal:** Executive Team, Area Commanders and Heads of Department.

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**External:** NPCC, other forces

## Part C – Competencies and Values

**Northumbria competencies and values framework (NCVF)**

## 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

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Educated to A level or equivalent or with other relevant vocational experience.	Experience of working in an office environment.  General interest / knowledge of working within policing.	Application/interview/ CPD
Planning and organising	Great organisation skills – along with strong attention to detail.		Application/interview/ CPD

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Problem solving and initiative	Self-motivated as well as a strong work ethic.	Ability to use technology to improve working practices.	Application/interview/ CPD
Management and teamwork	Ability to work well in a team as well as being adaptable to working independently.		Application/interview/ CPD
Communicating and influencing	Excellent written and verbal communication skills.	Ability to work and communicate with individuals of all levels within the force.  Report writing	Application/interview/ CPD
Other skills and behaviours	Experience in using Microsoft packages	IT Skills (Microsoft 365)	Application/interview/ CPD