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| **Police Staff** **Governance & Planning Coordinator** **Corporate Development Department** **Role Definition:VR214 / 20348** |

**ROLE DEFINITION**

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| Dept / Area Command: | Corporate Development Department | http://domcms/icons/ecblank.gif | Section: | Force Governance |
| Post Title: | Governance & Planning Coordinator | http://domcms/icons/ecblank.gif | Post Reference: | VR214 / 20348 |
| Post Grade: | Grade D | http://domcms/icons/ecblank.gif | Location: | Middle Engine Lane |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | Governance & Planning Manager | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | 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:-**

1. **Provide a single point of contact for all information and benchmarking requests from external agencies, ensuring a corporate response is provided in all correspondence.**
2. **Record and disseminate information and correspondence from external agencies, liaising with relevant Area Commands and Departments on progress and action in accordance with deadlines.**
3. **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.**
4. **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.**
5. **Act as Gatekeeper for Force instructional information systems, providing guidance to users, quality assuring and progress chasing, to ensure information is accurate and relevant.**
6. **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.**
7. **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.**
8. **Support external inspection activity and internal audits as directed.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**