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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.**