

ROLE PROFILE

Role Title:	JESIP Support Officer
Department/Unit:	Central JESIP Team (Hosted by Herts Constabulary)
Rank/Grade:	Ambulance – Band 5 Fire – Green Book Staff Police – Police Staff – Executive / Project Support Officer or similar role
Reporting to:	Central JESIP Team Leader
Main purpose of the role:	<ul style="list-style-type: none"> • Provide full range of research, organisational and administrative support to the • JESIP Strategic Lead and wider JESIP team, enabling effective contribution towards the implementation of the JESIP Transformation and the JESIP Delivery Plan. • To deliver the business in line with the vision, purpose and values of JESIP.

Key Responsibilities

- You will promote the JESIP Vision, centered on delivering to JESIP's core values of 'Working Together and Saving Lives'.
- You will contribute to the implementation and delivery of the JESIP Transformation Programme.
- Your objectives will be formulated to support the implementation and delivery of the JESIP Business and Delivery Plan which includes the ongoing development of doctrine aligned to evidence based practice, testing and exercising, training, assurance and embedding activity.
- Effectively manage, draft and respond to all correspondence/communication (including e-mails) verbally or in writing on behalf of the JESIP Strategic Lead and wider JESIP Team, using sound judgement and sensitivity ensure they are actioned and responded to by appropriate staff.
- Undertake research in order to draft correspondence and documentation including speeches, presentations, briefing documents and agendas in an efficient, timely, accurate and confidential manner. Précis information and documentation summarising key points and actions.
- Research, brief and update the JESIP Strategic Lead and wider JESIP Team on relevant matters. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.
- Arrange and prepare for organisational meetings. Attend meetings, record minutes and note actions. Distribute minutes following the meetings in a timely manner. Ensure all actions from meetings are updated and presented in an appropriate manner prior to the next scheduled meeting.
- Maintain effective communications and relationships with internal and external stakeholders and contacts, ensuring that ensuring that messages and relations contribute positively to JESIP's reputation and credibility.
- Manage travel arrangements, meetings and other functions for the JESIP Strategic Lead and wider JESIP Team.

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- Compile suitable itineraries, co-ordinate arrangements for visitors to JESIP venues and sites, ensure appropriate hospitality is provided.
- Manage and support complex diary events, maintaining an up-to-date diary and ensure that sufficient preparation is completed prior to attendance at the appointment.
- Ensure JESIP colleagues (at all levels) respond to requests for information in a timely manner and record information on the relevant Management System.
- Maintain accurate and systematic records of all relevant information to ensure accuracy and availability.
- Provide IT support for the JESIP Strategic Lead and wider JESIP Team when necessary e.g. setting up computers and projectors for meetings.
- Provide advice and guidance to other secretarial support functions within the JESIP Team as a professional lead to maintain standards and a consistent service.
- Provide a supportive and constructive relationship with the JESIP Team colleagues.

Financial e.g., Limits/Mandates	Non-Financial e.g., Staff Responsibility
N/A	

Entry Requirements

- Recognised secretarial qualification or equivalent experience.
- Experience in compiling complex reports using a range of information sources.
- Experience in or the ability to take minutes at meetings.
- Good knowledge and proficient use of Microsoft office 365.
- Ability to work with accuracy and attention to detail.
- Organisational skills.
- Experience of operating a range of office equipment.
- You will be part of an agile Team, which is currently being hosted by Hertfordshire Constabulary.
- A full UK driving licence and own vehicle are essential.
- Your home organisation will be required to maintain a degree of line manager support for you whilst on secondment. However, daily tasking and related support will come from JESIP Senior leadership team.
- MV Vetting Status.
- Applicant must have the written support of their Head of Department and relevant Chief Officer at the point of application, enabling release within 6 weeks of successful appointment.

Return on Investment or Tenure	Secondment for of two years subject to year on year funding
Vetting Level	Police Management Vetting (MV) with the expectation to move to SC

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Any other General Requirements/Scope

- The post holder will be required to travel to different locations nationally for meetings/training events
- The post holder will be required to work from different locations nationally.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to work additional hours
- The post holder will be expected to undertake training as and when required for the purposes of organisational and personal development .
- The post holder will be expected to comply with health and safety requirements.

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Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep

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track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.