

Job Title: Corporate Governance Officer	
Job Evaluation Number	C046

## JOB DESCRIPTION

<b>Job Title:</b> Corporate Governance Officer	<b>Location:</b> HQ South
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Corporate Governance Manager	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Deliver corporate governance products in support of the Force vision, strategies, supporting policies and facilitation of external inspectorate activities, deliver key products and activities in support of the corporate governance framework; develop corporate strategy in consultation with key stakeholders.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Prepare and produce corporate governance products in line with the organisational business framework, timetable and processes, including the production of the Force Delivery Plan (aligned to the Police & Crime Plan), Force Management Statement, Annual Governance Statement and co-ordination of Chief Constable's Management Team papers and outcomes.
2. Develop corporate and organisational strategies in consultation with key internal and external stakeholders, incorporating national strategic developments as appropriate e.g. Citizens in Policing, Strategy, Single Equality Scheme, Smarter Ways of Working etc.
3. Develop, implement and review effective strategic risk and business continuity management processes.
4. Identify new legislation and legislative changes impacting on the Force; target dissemination to the wider organisation including an assessment of impact and requirements associated with the change.
5. Work with the Policing Strategy Unit to ensure crime and criminal justice policies are compliant and co-ordinated with corporate strategy and legislative developments.
6. Work with the Change Delivery Unit to manage the initial stage of the Corporate Change Framework (explore, evaluate and define) for New Business Initiatives and proposals from the business to ensure that they are in accordance with organisational priorities and direction.
7. Develop and manage the Force Organisational Memory & Learning database, enabling the collection, collation and retrieval of evidence-based practice, advice, guidance, recommendations, and service improvement opportunities e.g. Individual Management Review / Serious Crime Review outcomes, Inspectorate recommendations, internal evaluation & audit outcomes, national good practice, etc.
8. Support the Corporate Governance Manager in delivering key enabling processes as set in the internal accountability framework to facilitate efficient and effective service delivery e.g. undertaking activity in support of Force governance processes such as Priority Based Budgeting.
9. Undertake activity to support a positive relationship with the Office of the Police and Crime Commissioner (OPCC), the Inspectorate and other strategic, corporate level partners, including

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logistical arrangements in support of the Inspection programme and Independent Advisory Groups e.g. organising interviews, focus groups, meeting rooms, and the preparation of papers ahead of meetings / inspections.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

**Further Comments:**

Seasonal pressures primarily revolve around the annual production of the Delivery Plan, and the Spring & Autumn Police Effectiveness, Efficiency Legitimacy and Leadership inspections.

All documents produced have significant organisational and reputational impact at a local, regional and national level. Customers are Force-wide, and key external partners, including the Inspectorate, OPCC and Local Authorities.

The identification and management of corporate risks and business continuity is a significant function that has organisation-wide scope, impact and implications.

Corporate strategies require the engagement of internal and external stakeholders, and will drive business activity; they will also be subject to external scrutiny and review of functional business processes.

**d. CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Degree and / or relevant business qualification.	E
2. Experience of and ability to develop expertise in governance, strategy development and police-related law / criminal justice processes.	E
3. Experience in strategic and business planning within a large organisation, showing innovation, co-ordination, prioritisation and organisation skills.	E
4. Excellent interpersonal and communication skills, adaptable to all levels of the organisation with the experience, confidence and credibility to communicate complex or specialist information to a non-specialist audience, facilitate workshops and deliver presentations.	E
5. Confidence and ability to develop and effectively deliver corporate governance policies and strategy, including designing and implementing a risk management and business continuity process incorporating assessment and evaluation.	E
6. Proven research skills and an ability to proactively maintain knowledge and awareness across a broad and diverse spectrum.	E
7. Knowledge and experience of using common office software to a high standard, with an ability to get the most benefit from the innovative application of existing and new IT software.	E
8. Experience of the policing environment, including knowledge of core-policing, operational support and business support functions, the ability to interpret legislation in a police environment and MoRiLE.	D