Police Staff
Governance & Planning Manager
Corporate Development Department (new)
Role Definition:VR211 / 20342

ROLE DEFINITION

Dept / Area Command:	Corporate Development Department (new)		Section:	Force Governance
Post Title:	Governance & Planning Manager		Post Reference:	VR211 / 20342
Post Grade:	Grade J		Location:	Forth Banks
Car User Status:			Telephone Allowance:	
Shift Allowance:			Standby Allowance:	
Weekend Enhancement:			Contractual Overtime:	
Line Manager:	Governance Manager			
Staff Responsibilities:	Allocated staff and trainees			
Purpose:	To manage and provide advice on force governance, strategic planning and risk, contributing to strategy and policy formulation to inform decision making and achievement of the Force's vision.			

Key Responsibilities:-

1. **Manage the force's governance structure, providing advice and guidance to managers on their responsibilities, implementing and monitoring robust procedures for the accurate and timely recording of decisions.**
2. **Manage the force's governance function, ensuring timely submissions to force and OPCC meetings and robust governance processes and procedures are developed and implemented to support the Chief Officer Team.**
3. **Ensure the efficient management of the instructional information system ensuring published strategies, policies and procedures are relevant, current, comply with force standards and quality assured.**
4. **Provide support, advice and briefings to Chief Officers at Joint Business and OPCC meetings, ensuring Chief Officers have sufficient and up to date information on which to base decisions.**
5. **Manage identified emerging strategic issues, threats, opportunities and incompatibilities in strategy and policy, providing recommendations to**

chief officers, to inform corporate planning and achievement of the Force's vision and values.

6. **Proactively support the management of strategic planning processes, liaise with senior leaders to develop delivery plans ensuring the alignment of plans and strategies, to achieve the force's vision.**
7. **Manage the strategic risk framework, providing updates and advice to senior managers to support mitigation of organisational risks.**
8. **Manage and be responsible for the recruitment, appraisal, development and performance of staff, ensuring that they have the knowledge, skills and experience to achieve required standards and deliver consistency of approach to provide a professional and effective service.**

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