



ROLE PROFILE

Role Title:	Business Design Authority Officer
Department/Unit:	Strategic Services Improvement Department (SSID)
Rank/Grade:	SO1
Reporting to:	Programme/Project Manager
Main purpose of the role:	To support Bedfordshire Police in achieving its objectives through monitoring and reporting on all activity within the Strategic Services and Improvement Department. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

Key Responsibilities	
<ul style="list-style-type: none"> To coordinate the commissioning activity across the Strategic Services Improvement Department (SSID) including assisting in the grading of the prioritisation of potential activity using a predefined criteria, and identifying duplicate requests. To assist the Director of SSID in the monitoring and reporting on all activity within the function. To monitor and where required consolidate, analyse and update information for the; <ul style="list-style-type: none"> Audit plan HMICFRS and other Inspectorate activity Change and Continuous Improvement Programme plan Strategic plans including the risk register Track, action where appropriate and report organisational learning and business benefits realisation. Assist in the scanning of national and local drivers and initiatives impacting on the Force strategic direction Continually develop the iAsk/iTell functionality and facilitate the process ensuring that information within it is up-to-date and relevant. Be the conduit for enquiries via any communication means into the department. Support the delivery of the business transformation cycle. <p>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.</p>	

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

Psychological Assessment	Not applicable
Return on Investment	Not applicable

Entry Requirements
<p>It is essential that the post holder can demonstrate skills in:</p> <ul style="list-style-type: none"> Planning, organising and monitoring work activity High level of interpersonal skills with the ability to build trust, confidence, credibility, consensus and integrity in the delivery of services.



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- Working with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.

It is essential that the post holder will need to demonstrate:

- High level of integrity and discretion.
- High Standards of Personal Responsibility and People Skills. Good professional understanding of the equalities act and demonstrate compliance across the team.

Any other General Requirements/Scope

- The post holder may need to attend meetings both within the force area, region and to other regions/forces within the UK therefore it is desirable to have a driving licence.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may occasionally be required to work additional hours.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- To take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)
<p>We are emotionally aware</p> <p>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.</p>
<p>We take ownership</p> <p>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.</p>
<p>We are collaborative</p> <p>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.</p>
<p>We deliver, support and inspire</p> <p>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 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.</p>
<p>We analyse critically</p> <p>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.</p>
<p>We are innovative and open-minded</p> <p>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.</p>