



ROLE PROFILE

Role Title:	Business Development Manager
Department/Unit:	Local Change Team
Rank/Grade:	A5
Reporting to:	Programme Manager
Main purpose of the role:	To develop and lead the corporate approach to embedding Prevention First agenda, delivering the supporting analytical capability required. To contribute to achieving the vision, purpose and values of Hertfordshire Constabulary.

Key Responsibilities	
<ul style="list-style-type: none"> • Manage and develop the analytical capability to support the Prevention First agenda. • Liaise with business leads to ensure sufficient stakeholder engagement. • To manage the workload and processes of the team, ensuring that customer requests are prioritised, requirements met and expectations set. • To manage the team of staff, ensuring they meet the aims and objectives of the unit. • To identify and arrange the relevant training, equipment and CPD for the team. 	

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• Line management responsibility for staff

Psychological Assessment	Not applicable
Return on Investment	Not applicable

Entry Requirements
<ul style="list-style-type: none"> • The post holder should have experience in project management and business architecture to enable effective management of projects and delivery of prevention capabilities. • The post holder must have a good standard of written and verbal communication for correspondence and reports and be able to speak to people face to face and over the telephone, clearly and concisely, and be able to report into force strategic meetings. • The ability to engage with high level stakeholders and be able to influence and negotiate through requirements and challenges, and to be able to challenge when required. • Sound working knowledge of research methodologies, performance review and management information in a business development environment. • Experience and use of a wide range of IT systems and software. • Be able to work with minimal supervision. • Willingness to learn and develop.

Any other General Requirements/Scope
<ul style="list-style-type: none"> • The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire for meetings/training events. • 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. • 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.
Obligatory Requirements
<ul style="list-style-type: none"> • 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.

ROLE PROFILE



HERTFORDSHIRE
CONSTABULARY

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 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.



ROLE PROFILE