

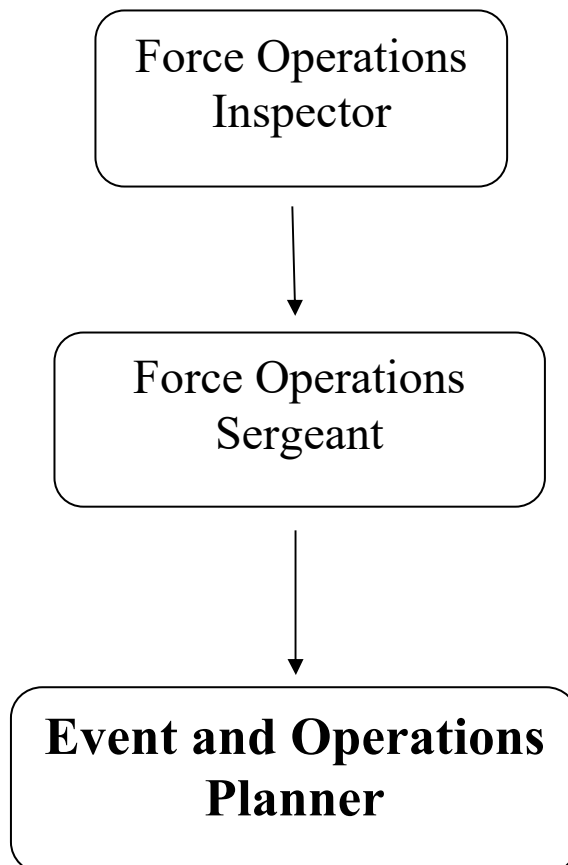
WILTSHIRE POLICE

Job Description



Post Title: Event & Operations Planner	Department: Force Operations
Post Number:	Work Location: Headquarters
Grade: W7	Security Vetting Level: SC
Responsible to: Force Operations Sergeant	Date: January 2021

Reporting Structure:



Events & Operations Planner

Job Purpose

Provide expert support and advice as part of the Force Response to notified or spontaneous events and operations. To ensure that the logistics are effectively managed throughout the event/operation. To maintain the Operational Planning function on behalf of the Force. To review, develop and improve the performance of the Department in accordance with Force priorities.

Main Responsibilities

Planning

Liaise with the Gold/Silver Commanders, and attend Silver planning meetings, to ensure that the strategic and tactical aims of the operation are adhered to within the planning process and be closely involved in the advanced planning of external major events, police events and major incidents/operations where directed.

Contribute at planning meetings (internally and externally), providing advice where necessary and advise Commanders through briefing documents and visual aids (PowerPoint presentations). Research and produce relevant Operational Orders. Provide ongoing functional support to Commanders throughout the operation/event as required.

Lead the Wiltshire Police service delivery in respect of receiving or providing resources through the Mutual Aid activation process and mobilisation plan. Inform and provide expert advice to senior managers regarding the impact of any requests. Gain approval and seek authority from ELT and update commanders as appropriate.

Take ownership for overseeing staffing and logistics through liaison with Commanders for planned and unplanned events – to include officers/staff, transport, refreshments and hired equipment. Use working knowledge of The Working Time Directive and Police Regulations to ensure compliance with hours worked, and organise staffing in line with the strategic policing requirements.

Produce relevant operational orders, admin orders and briefing documents. To research background information to include staffing, transport and feeding details, costing these events on behalf of the force.

Strategic Planning

Following the conclusion of any event, operation or spontaneous exercise, in conjunction with the Commander and stakeholders, effectively evaluate, carry out a review, and identify lessons learnt.

Ensure that the information is captured and maintained for use in any future similar operations, or training, especially those events which occur on an annual basis. Ensure accurate completion of the National Post Event learning review as required by the National Police Coordination Centre (NPoCC).

Resource Management Support

Provide advice and guidance to support the Resource Management Unit when required under the instruction of the Force Operations Inspector, to include GRS application.

To liaise closely with the RMU supervisor to ensure that details of major event requirements are passed to RMU at an early stage.

To provide technical knowledge and support to the Senior Responsible Manager (ACC) for the accuracy of our Mercury returns ensuring that the information is relevant, appropriate and reflects the force's deployability when required for regional or national Mutual Aid requests.

External Agencies/Organisations

Liaise with event organisers and other statutory bodies and attend relevant meetings on behalf of the Force. Provide expert advice regarding the potential police responsibility and issues of concern. Where police services are required, negotiate charging in line with Force Policy. Organise staffing for events and operations, taking into account the advice contained within the event safety guides. Prior to events, provide day to day contact with organisers, responding to queries as they arise. Provide representation and support at Public Safety Event Group meetings.

Single Point of contact for CSAS (Community Safety Accreditation scheme). Review and consider information provided with applications, ensure appropriate force security checks take place and make recommendations to the Chief Constable regarding suitability.

Income

Monitor and report on the income generated through the policing of events. Cost the policing of events and ensure the appropriate invoices are issued and paid, in liaison with Finance.

Legislation

Understand all relevant legislation, policies and procedures, and ensure compliance with appropriate local procedures.

Post holder to Liaise with Gold and Silver Commanders, and attend Silver planning meetings, to ensure that the strategic and tactical aims of the operation are adhered to within the planning process. Provide functional support to Commanders during and throughout the Operation/Event as required.

Meetings

Be the single point of contact for SWRICC (South West Regional Information Coordination Centre) and NPOCC during Mutual Aid deployments as donor or host. Attend local meetings and represent the force, as the force expert, at regional and national meetings to provide guidance and support.

Represent the force at local, regional and national meetings for major operations and events. Attend local multi-agency Safety Advisory Group meetings for events where organisers are invited to discuss their event with matter experts from the Police, Council, Fire and SWAST. Advise, influence and guide event organisers where needed for a safe, manageable and acceptable event. Scrutinise applications and event plans from event organisers in conjunction with traffic management and outside agencies

Dimensions

Financial

The post holder will be responsible for negotiating with external event planners and securing written contracts and cost recovery for policing services in accordance with Force Policy. This contractual commitment will bind the Force to supplying the level of services within the agreed conditions.

Examples would include being involved in the development of contracts for policing services at large events.

Non Financial

Meetings with event planners

Records maintained:

- Historical Operation Orders and associated paperwork
- Event Safety Group Meetings per annum (minutes)
- Attend local and national Meetings as and when necessary
- Liaise with ELT, SLT and department leads where other legislation is a consideration
- Contribute to maintaining skills records of specialist officers.

Events & Operations Planner

Attributes	On Appointment	Criteria
Qualifications:	Education to GCSE level or equivalent qualification College of Policing Policing Event Planning Course	Essential Desirable
Experience:	Previous experience of dealing with the public, senior managers, and liaison with external organisations Significant administrative experience, ideally gained within a logistics or similar environment Previous experience within a fast moving, demand driven environment Previous experience in researching, collating, analysing and reporting on data	Essential Essential Essential Essential
Skills:	Excellent communication skills both written and verbal to both internal and external customers Ability to compile, produce and present information and reports to a wide range of audiences Attention to detail - Must be able to demonstrate accuracy in work undertaken, both for self and staff Ability to work under pressure in respect of deadlines imposed on department Basic awareness of financial processes for costing events etc. Ability to multi-task Strong problem solving and decision making skills Excellent organisational and planning skills Strong negotiating and persuasive skills when dealing with staff and external parties/customers Be able to demonstrate methods of prioritising work according to the needs of the Force Competent in the use of Microsoft Word, Outlook and Excel	Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable
Knowledge:	Awareness of the principles of Working Time Regulations General awareness of equality and diversity issues in the working environment Awareness of workplace health & safety issues Understanding of confidentiality and Data Protection/Freedom of Information issues	Desirable Essential Desirable Essential

Attributes	After Training
Qualifications:	CoP Policing events planning course accredited Health & Safety risk assessor
Experience:	Experience in dealing with Chief officers, Senior managers, SIO's etc in respect of providing pre event, during event and post event support and guidance Ability to demonstrate adapting changes to plans as the scenario changes showing flexibility and providing tactical advice and support Developing written operational orders that meet the necessary standards Agreeing contracts for specialist policing services in accordance with Force policy Good working knowledge of Duties System (GRS) Good working knowledge of Mercury, Home office mutual aid and skill system
Skills:	Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police, new legislation or new policies introduced within the Force Ability to represent the force on a local, regional, national basis
Knowledge:	Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire Knowledge of Force/NPCC Charging for Police Services guidance and policy. Greater understanding of relevant health & safety issues within your working environment Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake Greater understanding of Data Protection and Freedom of Information issues within your working environment Understanding of Police Regulations and Police Staff handbook

<i>Role Profile</i>

Core Responsibilities	Activities The role holder should effectively deliver these key requirements:
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Behaviour Area	Behaviour
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<i>Other Information</i>

Wiltshire Police provides a 24 hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours in accordance with the Police Staff Council Handbook.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

Where applicable the post holder will be expected to wear a uniform at all times when on duty.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.