 ROLE PROFILE

YORKSHIRE & HUMBER REGIONAL ORGANISED CRIME UNIT

Role Title	Business Development Officer	**Reporting to**	Business Manager
Section	Business Development Team	**District/Directorate**	Yorkshire & Humber Regional Organised Crime Unit
Tenure		**Rank/Grade**	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role	To support YH ROCU by providing and maintaining a high quality and comprehensive project and administrative support service to all staff within the function, ensuring the development of the Unit through the delivery of innovative business change.

Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes

2. To actively participate in supporting the design, development and implementation of business change & projects in order to transform YH ROCU services.

3. To support, and where appropriate manage, general project activities including the design, development and management of information databases and preparatory research for projects, to ensure project outcomes are achieved.

4. Attend at regional and national sub user groups highlighting local issues and gathering information on good practice, making recommendations for implementation and Business improvements across the YH ROCU.

5. Support YH ROCUs risk management function by working with risk owners in order to maintain and monitor Risk Registers.

6. Support the relevant lead to ensure performance findings are presented in accountability procedures, including the oversight meetings and the annual business plan. This will ensure that the YH ROCU takes any necessary steps to continuously improve.

7. Provide assistance to the Business Manager in relation to administrative support in order to provide an efficient and effective service to the department.

8. To actively contribute to the development and improvement of the administrative systems within the team to ensure processes are effective and efficient.

9. Organise and attend meetings, workshops and focus groups, including the preparation of agendas and identification of actions, in order to support the delivery of innovative business solutions.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
• Provision of a professional, efficient, confidential project support service to all staff within the YH ROCU.
• Provision of administration and clerical support to the region.

Work/Business contacts	
Internal:	All ranks of Police Officers and Police Staff
External:	Extensive contacts with the regional forces, other law enforcement agencies, suppliers and other external partners

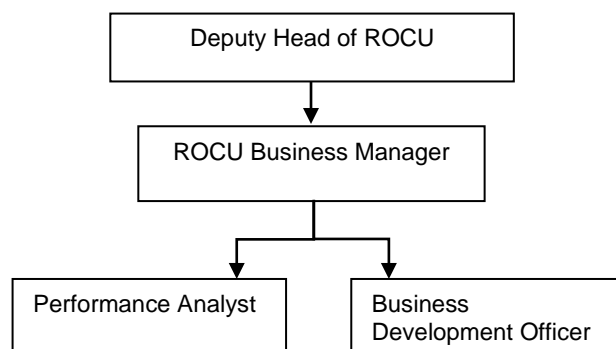| Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Knowledge and experience of research and project support work	Essential
• Detailed knowledge of and ability to use computer packages such as Microsoft Office, including excel	Essential
• A good standard of verbal/written communication and interpersonal skills	Essential
• Significant organisational skills, demonstrating the ability to co-ordinate several strands of work simultaneously, appropriately prioritising activities	Essential
• Ability to prepare and produce concise reports	Essential
• The ability to organise effective visits, meetings, and focus groups.	Essential
• Have an understanding of the YH ROCU business	Desirable
• Knowledge of Prince 2 or any other project methodology	Desirable

Other (Physical, mobility, local conditions)	
• Is prepared to work flexible hours and varying locations to suit the requirements of the YH ROCU.	Essential
• Willingness and ability to travel for business purposes	Essential

Expertise in Role - After initial development - Level 2
• Has a detailed knowledge of all relevant departmental and ROCU procedures and practices
• Comprehensive up to date knowledge of Project Management methodologies.
• Has detailed knowledge of the YH ROCU and partner agencies structure and capabilities
• Has developed an awareness and understanding of the ongoing projects and business developments of the YH ROCU
• Has established links and credibility with key contacts within the lead force

Structure

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           │  Deputy Head of ROCU │
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                      ▼
           ┌─────────────────────┐
           │ ROCU Business Manager│
           └──────────┬──────────┘
              ┌────────┴────────┐
              ▼                 ▼
    ┌──────────────────┐  ┌──────────────────┐
    │ Performance      │  │ Business         │
    │ Analyst          │  │ Development Officer│
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PART B – COMPETENCIES & VALUES

***Competency and Values Framework** –*
http://wyp-infoshare/sites/registry/HO%20SD%20%20College%20of%20Policing/CoP%20-
%20Guidance%20documents/Competency%20and%20Values%20Framework%20for%20Policing.pdf

Level 1- Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has contributed to, and has a creative input into the development of the long term strategic direction of the Department.

- Is recognised as an expert source of information on matters related to the work of the department.

- Has significant awareness and understanding of the ongoing projects and work commitments of the Change Delivery Team and the specialist nature of the change management support required

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management vetting & security clearance
Date accepted as a role profile	11th January 2022