

ROLE PROFILE

Role Title	Head of Pol-Ed	Reporting to	Assistant Chief Constable
Section	Corporate Services	District/Department	Pol-Ed
Tenure	Temporary	Rank/Grade	EO1

Part A – JOB DESCRIPTION

Overall purpose of role	Lead, direct and manage the activities of the Pol-Ed, defining the national strategic direction to ensure a professional service is delivered and key customers are provided with timely, accurate and relevant information.
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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.	Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
3.	Responsible for the strategic direction of Pol-Ed, developing and delivering Pol-Ed national strategies and performance measures to ensure Pol-Ed meets its objectives, delivers on customer requirements, and enhances its value to the police service and educators nationally / internationally and to other key customers.
4.	Overall responsibility for Pol-Ed's content, including the provision of all other Pol-Ed products and services.
5.	Direct all business activities, including information management, contract management, business cases and plans, planning cycles, service level agreements, Memorandums of Understanding and any other documentation as required.
6.	Responsible for income, demonstrating responsible financial management through directing, managing, and monitoring the budget, deliver value for money to customers and stakeholders on all financial transactions and ensure that all projects and services are affordable and sustainable
7.	Identify opportunities for Pol-Ed to grow, develop and maintain a process of continuous service review and improvement to meet the emerging requirements of stakeholders and customers.
8.	Direct and develop effective stakeholder relationships to raise Pol-Ed's profile and promote its use within the local, national and international arena, liaising with stakeholders, key customers, and contractors to achieve Pol-Ed's objectives.
9.	Direct the delivery of Pol-Ed's website for delivery of our educational products providing innovative and effective solutions to enable Pol-Ed to fulfil the needs of its customers nationally / Internationally, to ensure appropriate levels of security, quality, value, and performance.
10.	Provide specialist advice to a wide range of internal and external customers at senior and executive levels including the police service in England and Wales, Police Scotland, NPCC and College of Policing on all aspects of Pol-Ed's educational, technical, and business service provision.
11.	Flexible approach to working within a dynamic and changing environment, providing appropriate support as necessary, commensurate with the role, to enable Pol-Ed to fulfil its objectives.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Pol-Ed department consisting of a minimum of 3 staff plus 5 contractors (c.2023) and for recruitment and selection processes.
- The strategy, policy and provision of national educational resources, services and products, to ensure that the partners have access to up to date, correct and relevant information.
- Manage the Pol-Ed budget of £1,077,648 until April 2026 and to manage income generation through subscription charges in a cost effective and efficient manner.
- Reporting to the Assistant Chief Officer and respond to issues relating to the provision of educational services to the police service of England and Wales / internationally and other key customers and collating performance reports as requested to users of Pol-Ed databases, products, and services.

Work/Business contacts

Internal: All ranks of Officers and Staff up to Chief Constable.

External: Chief Constables, Mayors, Deputy Mayors, PCCs and staff, public / private sector Senior Executives, College of Policing, NPCC, Police Officers, and Support Staff from other Forces, HMICFRS, Home Office, ACPO, CPS, local authorities, educational bodies and the private sector at all levels.

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

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| • Degree in Law, Business, Education related or equivalent level qualification. | Essential |
| • Excellent interpersonal, written, and oral communication skills commensurate with the grade. | Essential |
| • Proven experience of responsible financial management and budget control. | Essential |
| • Excellent time management skills and proven ability to manage a diverse workload. | Essential |
| • Essential experience at senior management level with a proven ability to innovate, lead, manage and develop people, business, and IT systems in support of the police service and other educational partners. | Desirable |
| • A proven ability to design and develop processes and strategies and innovate and develop strategic partnerships across the Police service and education sector. | Desirable |
| • Professional/Management qualification at post graduate level. | Desirable |
| • Knowledge and experience of policing and issues facing the police service, communities of West Yorkshire and the rest of the UK / Internationally. | Desirable |

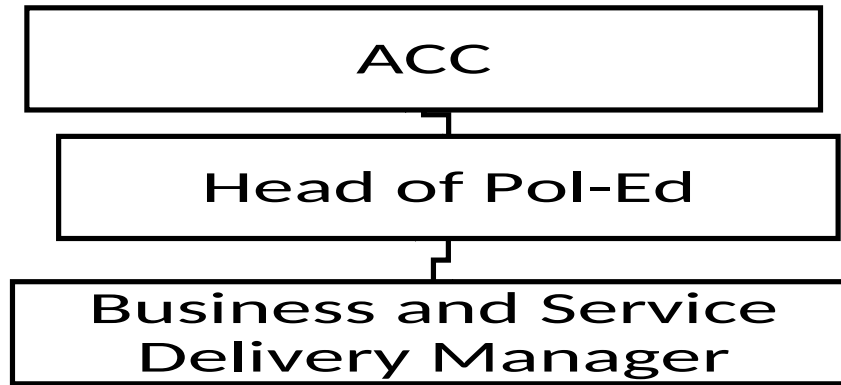
Other (Physical, mobility, local conditions)

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| • Able to travel and attend events nationally as required. | Essential |
| • Has a full current UK/European Driving Licence or has the ability to travel for business purposes. | Desirable |
| • Has access to a motor vehicle and is prepared to use it for business purposes. | Desirable |

Expertise in Role - After initial development - Level 2

- Demonstrate ability to manage and direct activities of Pol-Ed department, product, and services.
- Evidence responsible financial management.
- In depth knowledge of Educational and Policing policies and its practical application in Academic settings.
- Understanding of how Pol-Ed supports the Education sector through the provision of Policing / Education services and products.
- Detailed knowledge of the police service and WYP, its culture and structure.
- Is aware of the emerging requirements of both internal and external customers and those of its partners.

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 3 – Senior Manager / Executive.

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	17 th May 2023