



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: NABIS

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	NABIS Organisational Support Lead
Generic Role Profile:	Business
Salary Band:	Grade 11
Operational / Non-Operational Role	Non-Operational
Vetting Level:	SC
Reporting to:	Head of WMP Forensics
Specific Role Purpose:	<p>To provide leadership, management and oversight to all NABIS support services, encompassing all National and Internal Governance, ensuring accountability across all forums.</p> <p>To be responsible for the NABIS Information and data Management strategy to ensure compliance with PRIM, FOI and GDPR.</p> <p>Delivery of all Finance and Business Support, including responsibility for budget management. Policy and procedure, Corporate training and CPD</p> <p>Accountable for the development and management of the NaBIS Risk Register, including Health and Safety and Business Continuity</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Accountable for ensuring the national governance framework is effectively developed, supported and meets the needs of the NPCC Criminal Use of Firearms (CUF) lead, the ACC NABIS Senior Responsible Officer and Head of WMP Forensics • Responsible for National and International Liaison ensuring external visits to NABIS are coordinated. • Responsible for managing all Media requests, coordinating NABIS responses with National Crime Agency and Home Office to ensure consistency.

- Responsible for ensuring the internal governance framework is effective and all NABIS formal governance forums are suitably supported, all tasks are allocated and Actions monitored and managed.
- Accountable for ensuring NABIS Finance and Business Support functions are being effectively delivered, including financial modelling, budget setting and management.
- Responsible for the maintenance and development of NABIS Systems including NABIS Database, Case Management System (Case4), NABIS Intranet and external website.
- Responsible for ensuring that NABIS has a robust and relevant Information and Data Management Strategy in line with PRIM, the Information Commissioner, data protection and GDPR
- Responsible for ensuring a timely and accurate response to Freedom of Information (FOI) requests in line with National guidance.
- Responsible for ensuring delivery of appropriate internal and external communication to support the NABIS Strategy and tackle criminal use of firearms.
- Responsible for Risk Management and mitigation with accountability for the NABIS Risk Register including responsibility for the escalation of high-level risks to the Head of WMP Forensics and Governance Board
- Responsibility for the development and delivery of all Non-Forensic NABIS Policies
- Responsible for oversight and delivery of all non-forensic training inc ensuring NCALT compliance
- Responsible for the production of Governance Board Papers and meeting logistics for National accountability forums

	<ul style="list-style-type: none"> To carry out such other duties which are commensurate with the nature, responsibilities and grading of the post.
SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience	
<i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	<ul style="list-style-type: none"> Educated to degree level or evidence of significant Law enforcement leadership experience Evidence of leading the introduction and development of Risk Management frameworks and processes across a large organisation Management Experience Leading a multi-disciplined team in a busy environment with competing demands A strong communicator with excellent presentation and negotiation skills Evidence of leading and developing organisational governance, Experience of strategic engagement with national and international Partners Experience leading continuous Improvement projects Experience of writing high level reports for Government & Chief Officers
Desirable:	<ul style="list-style-type: none"> Experience of budget management and financial forecasting Experience in marketing and communication
Skills	
<i>This section should detail the competency requirement which could be developed through non-formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal. Refer to skills database for core operational skills</i>	
Essential:	<ul style="list-style-type: none"> Effective Leadership and Management Good communication and relationship building Strategic influencing and negotiating National influencing experience Strategic report writing

	<ul style="list-style-type: none"> • An ability to build, maintain and Influence relationships at a Strategic Level • Skilled at Problem Solving
Desirable:	<ul style="list-style-type: none"> • Financial / Administrative Background • Excellent organisational and time management skills • Governance, intelligence or performance background

Hours of Work and Flexibility:	<p>36.5hrs per week. Monday to Friday 8am – 4pm. There may be a requirement to work outside these hours.</p> <p>Flexibility to travel overseas to represent the UK at international forums.</p>
Agile Work Style: (if applicable)	Hot desk

Restriction Level:	SC Clearance required
--------------------	-----------------------

