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:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Mental Health Support Supervisor – Force Contact
Generic Role Profile:	Business Support
Salary Band:	Grade 6
Operational / Non Operational Role	Operational
Vetting Level:	RV/CTC
Reporting to:	(State supervisor role)
Specific Role Purpose:	Supporting the Force Mental Health SME to deliver the Mental Health Strategy and influence organisational change to improve service delivery to some of the most vulnerable members of the community.
Key Responsibilities:	• Co-ordinate all mental health activity being undertaken by LPA's and departments, working to the Force mental health SME. • Develop and maintain strong working relationships with senior partners in: o The Mental Health Trusts covering the Force area and associated Integrated Care Boards, o NHS England o The local authority Approved Mental Health Practitioner services o West Midlands Ambulance Service o Key third sector organisations • Provide support to ensure that MH Strategy and Guidance documents remain fit for purpose in line with legislative changes and the national Right Care Right Person principles • Support in the implementation of all elements of the Force Mental Health Strategy •

Date:
Version:

	• When requested represent WMP at local, regional and national mental health meetings with partners on occasions with the expectation of chairing such meetings. • Support in the management and reporting of organisational performance in relation to issues concerning mental health effecting the force. • Provide resilience to the vulnerability desk in relation to supervisory cover. • Be the direct line manager for the Forces Mental Health Investigator co Ordinator •

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience *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.*	
Essential:	• Previous experience in Mental Health and understanding of the law and issues arising from this complex business area • Understanding of relevant legislation, policies, codes of practice • Full driving licence
Desirable:	
Skills *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*	
Essential:	• Strong problem-solving skills • Excellent Communication skills and the confidence to liaise with senior leads internally and externally • Excellent presentation skills
Desirable:	

Hours of Work and Flexibility:	**Location:** There is a need to be of flexible due to the nature of the role, but the primary working location will be C3. Applicants must be highly self-motivated and be able to work on their own initiative regularly. Working hours are flexible as there is a need to provide resilience supervisory cover however you core working days will be Monday to Friday
Agile Work Style: (if applicable)	'Hot Desk'

Restriction Level:	**Vetting:** Successful applicants will be required to pass Recruitment & Counter Terrorism Vetting scrutiny prior to commencing their role, this will include a full background & financial disclosure as part of the vetting process.