

## ROLE PROFILE



<b>Post Title:</b>	Safer Roads Unit Departmental Manager	
<b>Grade:</b>	<b>LC11</b>	<b>JE:1544</b>
<b>Location:</b>	Safer Roads Unit, Police HQ	
<b>Responsible to:</b>	Superintendent, HQ Operations	
<b>Responsible for:</b>	SRU Administration Manager SRU Prosecution Manager SRU Operational Manager SRU System and Performance Analyst	

### Job Purpose:

To provide visible, supportive and effective leadership to the Constabulary's Safer Roads Unit.

To provide clear direction and encourage development where necessary for the Safer Roads Unit to realise its strategic aim and objective of reducing road related deaths and casualties.

To understand departmental demand and resources and to be accountable for driving performance management, complying with financial and legislative requirements whilst promoting a quality service and delivering value for money.

To lead the implementation of both local and national initiatives, working closely with internal and external partners, to ensure functions, processes and service are fit for operational purposes and aligned to victim, customer, officer and partner agency needs.

To promote road safety, reducing those killed and injured on Lancashire's roads and where necessary bring offenders to justice.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

#### General

- To be an effective member of the HQ Operations Senior Leadership Team, working collaboratively with others to achieve divisional and organisational objectives, contributing to the strategic management and formulation of policy.
- To provide specialist advice and guidance in relation to Safer Roads Unit activity and performance to support strategic and operational aims and objectives.
- To demonstrate a strong commitment to delivering a high standard of service with a consistent emphasis on quality to both internal and external stakeholders and members of the public.
- To promote continuous business improvement, ensuring the best use of technology, taking opportunities to reduce the administrative burden wherever possible, particularly in respect of operational police officers.
- To drive effective resource planning and performance management across the department.

- To manage internal and external audits, ensuring provision of appropriate and timely information.
- To keep up to date with legislation, regulations and procedural changes relating to own area of responsibility, including but not limited to Police Led Prosecutions (PLP), Specified Proceedings, Home Office Type Approval (HOTA) and the National Driver Offending Retraining Scheme (NDORS).
- To contribute to polices, plans and road safety objectives in relation to PLP, Unarmed Tactical Operations and Lancashire Road Safety Partnership (LRSP) initiatives.
- To represent the department at strategic and divisional meetings, project teams and working groups to ensure that Safer Roads Unit matters are represented.
- To ensure the Constabulary is represented and is proactive at relevant local, regional, and national meetings and forums.

#### Financial and Project Delivery

- To regularly report on performance and financial positions for the Safer Roads Unit, interpreting management information and having a clear understanding of current and future demand.
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- To support ongoing refinement of processes and procedures to deliver efficiencies and savings, regularly reviewing staffing levels, responsibilities, and functions.
- To be responsible for the procurement of new equipment and back office systems specific to the Safer Roads Unit.
- To manage the implementation of new departmental and safety camera projects, including collaborative opportunities, in line with HOTA regulations and the procurement strategy, ensuring compatibility with existing software to provide a future-proof strategy.
- To ensure that effective contract management is in place within own area of responsibility.

#### People – Staff, Partners and Stakeholders

- To be responsible for the welfare, wellbeing and health and safety of all Safer Roads Unit staff.
- To provide supportive and effective leadership, motivating staff to operate in an inclusive, innovative and problem-solving manner, positively implementing change.
- To positively encourage the development and progression of Safer Roads Unit staff, actively supporting PDR and CPD, providing opportunities to learn and develop where possible.
- To regularly assess the performance of individuals and their teams, recognising achievements, identifying areas for future development whilst proactively dealing with disciplinary, poor attendance and unsatisfactory performance.
- To oversee effective recruitment and retention of Safer Roads Unit staff.
- To engage, develop and maintain effective working relationships with new and existing external stakeholders, including the LRSP, UKROEd (governing body of NDORS), Her Majesty's Courts and Tribunals Service, Crown Prosecution Service and Road Safety Support.
- Carry out any other duties which are commensurate with the nature, responsibilities and grading of the post.

#### **Behaviours :**

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

**Resolute, compassionate and committed**

<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	3	Interview
We take ownership	3	Interview
<b>Inclusive, enabling and visionary leadership</b>		
We are collaborative	3	Interview
We deliver, support and inspire	3	Interview
<b>Intelligent, creative and informed policing</b>		
We analyse critically	3	Interview
We are innovative and open minded	3	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
	Successfully completed the ILEX specialist course in Disclosure	Application Form /Interview
Willing to work towards CMI Level 5 Certificate in Management and Leadership	Degree in Law or Business Management or other relevant discipline	Application Form /Interview
<b>Knowledge / Experience</b>		
Experience of managing, motivating and developing teams to achieve business objectives	Experience of overcoming barriers to implement change	Application Form/ Interview
Experience of the management and control of budgets		Application Form/ Interview
Experience of managing a diverse portfolio and delivering new initiatives, ensuring organisational needs are met and legislative and financial requirements are complied with		Application Form/ Interview

Experience of project delivery for specific procurement initiatives from initial concept to successful conclusion	Experience and understanding of procurement legislation and frameworks	Application Form/ Interview
Experience of assessing information, providing logical, informed solutions or taking appropriate action when necessary		Application Form/ Interview
Experience of preparing and delivering management information, briefings and complex reports		Application Form/ Interview
Experience of communicating effectively across a wide spectrum of people, both individually and in groups		Application Form/ Interview/ Assessment
Experience of developing and maintaining effective working relationships with a wide range of both internal and external stakeholders	Knowledge of the National Driver Offender Retraining Scheme	Application Form/ Interview
Experience of proactively communicating and negotiating with other departments, agencies and suppliers to influence outcomes and/or change		Application Form/ Interview
Experience of chairing formal and informal meetings		Application Form/ Interview
Experience of formulating and developing strategies, policies and procedures		Application Form/ Interview
Experience of working to improve business processes within a customer focused environment		Application Form/ Interview
Knowledge of the Criminal Justice System and prosecution procedures	Knowledge of specified proceedings and road traffic legislation	Application Form/ Interview
Experience of using Microsoft Software Applications	Experience of using software applications specific to business area	Application Form/ Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
A flexible approach to working hours and practices		Interview
Hold a full Driving Licence		Application Form
The ability and willingness to travel on Constabulary business		Interview
Evidence of Continuing Professional Development		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that it deems appropriate.

**Date last updated: 07/09/2022**