

Area Secretaries Job Profile

Job Title:

Defence Police Federation (DPF) Area Secretary (South)

Full or Part-Time/Shift-Work:

The post is full-time (40 hours per week) Generally Monday to Friday

Date:

As agreed by National Executive Committee (NEC)

Location:

Within Southern Area as agreed by the NEC. Southern Area being South of Alconbury/ Wyton.

Rank:

Any rank up to and including Chief Superintendent

Line Management:

General Secretary DPF/ Chairman DPF.

DEPARTMENT PURPOSE

The Defence Police Federation (DPF) is an independent body which represents members of the Ministry of Defence Police (MDP) Federated ranks (Constable to Chief Superintendent) in all matters affecting welfare and efficiency.

Under section 3(5) of the Ministry of Defence Police Act 1987, the Defence Police Federation are unable to employ anyone external of the Police Service for assistance unless specifically as an advisor or administrator. As such the Area Secretaries are drawn from our serving membership.

JOB PURPOSE

To assist in the effective and efficient running of the DPF and in promoting the welfare and interests of its members and to assist in meeting the Federation objectives, as set out in the Rules and Constitution:

- To protect and improve the conditions of employment of its members.
- To raise the status of the MoD's police force and to enhance its efficiency.
- To offer a welfare service to Federation members.
- To provide members with legal advice and assistance on matters arising from their employment.
- To make available to members a wide range of benefits and other services including insurance.
- To maintain liaisons with representative bodies of other police services, when this is judged to be in the best interests of members.

SUMMARY OF JOB

- a) To liaise and maintain a good working relationship with the relevant local MDP Management and Senior Police Officers (SPO), Operational Commanders Force Welfare Officer and Health & Safety Representatives. Thus, enabling and maintaining an immediate and present point of contact, ensuring that a fluid and relevant consideration of Federation/Forces issues are dealt with at the necessary and relevant level, not at the strategic level between National Officers and the Chief Officer Group. This will therefore contribute to the effective and constructive consultation and negotiation processes.
- b) To be responsible for the administration of all Area level matters in the DPF deemed to be within your area of responsibility by the National Executive Committee.
- c) Due to the geographic spread of the Force and the number of issues raised, to manage and deal with those issues that are unable to be dealt with at station level but are not strategic in nature, requiring national level attention.
- d) To be a Trustee of the DPF and its funds.
- e) To hold/obtain and maintain Health & Safety qualifications in support of the DPF H&S responsibilities alongside the National HS representative.
- f) To be a point of contact for advice and guidance on all DPF related matters within your relevant Area of responsibility.
- g) To deal with the administration of all requests for assistance with regard to misconduct matters in the relevant Area in support of the National Chairman. To liaise with solicitors and appoint DPF Friends where necessary.
- h) Enhancing the development and implementation of MDP policy and procedure through advice and information to local Representatives/SPO's and working groups. Keeping the DPF up to date in its policies and training, in line with the needs of both the MDP and its members.
- i) Reviewing, researching and responding to all matters relating to our Police Regulations and their interpretation within policing policies and force standard operating procedures. There by having the ability to update members where necessary.
- j) To submit quarterly reports to the National Executive Committee plus an Area specific report to the Annual Report.
- k) To meet with the General Secretary on a regular basis, between NEC meetings, as determined by the National Office.
- l) To carry out secondary duties or responsibilities as required in agreement with the National Executive Committee.
- m) To visit local branches at least once quarterly, as set by the General Secretary, and liaise with the SPO's, Branch Representative, DPF members and local Home Department Police Forces where necessary.

- n) Maintain regular contact with Station Representatives and provide advice where necessary.

MAIN DUTIES AND RESPONSIBILITIES

As defined by the DPF Rules and Constitution and in addition: -

- a) To maintain the administration of the relevant Area in accordance with the guidelines set by the DPF management system.
- b) To attend all meetings as a Trustee of the Federation.
- c) To be a point of contact for the Membership and Force Management seeking guidance in respect of DPF policy & procedures, Legal & Misconduct, Health & Safety and Welfare (Support) matters.
- d) To administer requests from all relevant Area members for assistance in misconduct matters in support of the National Chairman. To maintain appropriate records and recommend Accredited DPF Friends for appointment to a case. Liaise with solicitors as necessary and as agreed with the National Executive Committee.
- e) To attend meetings with MDP management and advise on DPF policy and procedures. To attend local Home Office Police Federation Open Meetings and build on good working relationships, also to liaise with the Force Welfare Officer and Health & Safety Representatives where necessary.
- f) To submit quarterly reports detailing Area issues and Secretary's activities to the National Executive Committee.
- g) To attend regular meetings - as determined by the National office - with the General Secretary and to keep well-informed of current issues and policies.
- h) To carry out further responsibilities as deemed appropriate by the National Executive Committee for reasons of career development or benefit of the Organisation and the Membership.
- i) To cover strategic meetings with MDP Management, as detailed by the National Chairman and General Secretary. The post holder will also hold strategic portfolios on behalf of the DPF NEC.
- j) Visit local branches in line with targets set by the General Secretary and attend branch meetings where invited and if possible.
- k) Keep the Chairman and General Secretary aware of current issues within the designated Area.
- l) Update the dedicated 'Area' page on the DPF website.
- m) Assist in identifying a suitable location for Annual Conference and make the necessary arrangements for Area representatives travel.
- n) Co-ordinate Area responsibilities during Annual Conference.

- o) Identify matters of concern and inform the NEC.

JOB SKILLS

- a) A capacity for addressing both strategic and operational issues as required. Thereby making valuable and diverse contribution to discussion on the change agenda, while at the same time being able to handle day to day Area issues and management.
- b) An ability to obtain and maintain relevant qualifications in Health & Safety to allow the DPF to meet its legal responsibilities to the Force and its members.
- c) An ability to create a strong and positive impact on all stakeholders while at the same time assisting with the effective internal governance of the DPF.
- d) Skills in planning and managing the areas of responsibility as directed by the General Secretary and the Rules and Constitution.
- e) Input to the development of member services and training to keep the membership up to date, allowing the DPF to meet the needs of the member and the force and thereby be seen as being valuable to both.
- f) The Area Secretaries are required to have a good working knowledge of the following:
 - Book-keeping.
 - Knowledge of spreadsheets.
- g) A good understanding of the latest IT trends and the ability to adapt to change in IT systems as necessary. Computer literacy is essential.
- h) An understanding of modern business practice is essential.

PROFESSIONAL EXPERIENCE

The applicant should have a good working knowledge of the Force and the Federation and preferably have served time as a Branch Representative. Previous experience in the preparation of Agenda's and Minutes, general administration and financial accounting are an asset, as is experience in consultation and mediation.

SPECIFIC KNOWLEDGE

- ◆ A good working knowledge of Federation Policy and Rules, Conditions of Service and Regulations affecting MDP including Misconduct Regulations is essential.
- ◆ Understanding of the Federation and its' relationship with Force management.

- ◆ An appreciation of the requirements necessary to maintain the administration of a DPF Area Office and to organise meetings and branch visits. Typing or word processing skills are essential.

PERSONAL COMPETENCIES

- ◆ Must be capable of self-motivation and demonstrate a proactive attitude to situations.
- ◆ A tactful and diplomatic manner is essential.
- ◆ Set high personal standards and ensure that key targets are met.
- ◆ Ability to communicate at all levels within the Area including Force Management, SPOs and outside agencies including Home Office Federations.
- ◆ Ability to keep files in order, define priorities, plan activities, manage one's time and handle information.
- ◆ Ability to work independently, assume responsibilities and achieve objectives with a minimum of supervision and control.
- ◆ Capacity and desire to share information and knowledge with colleagues at all levels.
- ◆ Ability to identify, encourage and maintain a network of support officers, Accredited Friends and H&S Representatives to meet the needs of the Membership.
- ◆ Ability to express oneself in writing in a clear and precise manner.
- ◆ Ability to share responsibility and decision-making power with members and make efficient use of their skills and talents.
- ◆ Work effectively as part of the team to promote the Federation and meet agreed aims.

SPECIAL CONDITIONS

The applicant must be willing to be positioned within the advertised post area. The DPF will look to source office accommodation within the area, with the assistance of the NEC and the location will be subject to the agreement of the National Officers.

- a) The applicant must be a current DPF member with a minimum of 3 years unbroken membership.
- b) The post does not attract enhanced pay scales or qualify for overtime payments; therefore, applicants must take this into consideration and accept the position on these terms. An honoraria is available for the post if the individual meets the criteria set and is assessed, by the independent Honoraria Committee as meeting that criteria.
- c) The successful applicant will be transferred, administratively, to Force HQ staff at Wethersfield whilst located within their Area office.

- d) Any allowances that are applicable will be paid on the area where the applicant is physically based, not Force HQ.
- e) There may be an element of “out of hours” working to attend meetings with other Federations or to attend an incident on behalf of a member.
- f) There may be a future requirement to be “on-call” in silent hours.
- g) The appointment is subject to tenure and satisfactory performance reviews (as defined by the DPF Rulebook).