



PRACTITIONER JOB PROFILE

POST TITLE:	Positive Action Coordinator
GRADE:	E
DIRECTORATE:	Enabling Services
RESPONSIBLE TO:	Positive Action Lead
LOCATION:	Leek Wootton
JOB PURPOSE:	To coordinate, develop and support the implementation of the Positive Action Strategy, promoting and encouraging recruitment, retention and progression of under-represented groups within Warwickshire Police.

MAIN RESPONSIBILITIES:

- To coordinate and support the delivery of the Positive Action delivery plan, introducing measures to eliminate or reduce discrimination or its 'effects' and encouraging people from particular, demonstrably under-represented, groups to work for Warwickshire Police.
- Identify and implement recruitment ideas/solutions that will increase greater workforce representation within Warwickshire Police.
- Monitor and analyse information in relation to underrepresented groups, prepare reports identifying what action needs to be taken.
- Prepare and present reports on recruitment activity and make suggestions for further development of the Positive Action Strategy.
- Plan, coordinate and implement Positive Action initiatives.
- Develop and deliver presentations for both internal and external audiences.
- Arrange, organise and attend community and positive action events to brief individuals from underrepresented groups in relation to career opportunities and encourage interest in joining Warwickshire Police. This will include and is not limited to, Job fairs, community groups, businesses, schools and colleges.

- Maximise and utilise all communication platforms to promote positive action, including social media and electronic communication.
- Organise and coordinate media opportunities for Positive Action Lead, to encourage awareness of Warwickshire Police as an employer of choice.
- Develop and deliver Positive Action workshops to support potential candidates.
- Provide one to one support for potential candidates, where required.
- Develop and arrange the production of materials, for use by officers and staff, in order to promote Warwickshire Police as an employment opportunity.
- Develop and maintain positive relations with all staff associations. Engage with all staff networks to maximise opportunities for partnership working and to instigate and coordinate joint initiatives.
- Liaise with Volunteers in policing to assist increasing the diversity of volunteers.
- Liaise with other organisations identify best practice
- Develop and maintain effective links with community groups and organisations to build trust and confidence
- Work with other emergency services to collaborate where appropriate on positive action initiatives
- Provide updates to IAG, and other appropriate forums on positive action initiatives.

To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

Special Conditions:	Travel throughout Warwickshire Be prepared to work flexible hours, including evenings and weekends.
Security level:	Recruitment vetting

PERSON SPECIFICATION

Knowledge:

- Qualified to level 4
- Understanding of community and cultural issues across Warwickshire communities and surrounding areas
- Knowledge of equality legislation and the implications
- Awareness of positive action legislation and the potential legal issues in relation to the use of these

Desirable

- Level 3 Foundation Certificate in HR Practice or equivalent

Experience:

- Experience of preparing reports and correspondence accurately and concisely.
- Good customer service with experience of working in a customer focused environment, dealing with enquiries and providing specific advice.
- Experience of developing and delivering training materials.
- Experience of developing and delivering presentations.
- Experience of planning and implementing events/workshops for varying audiences.
- Experience of analysing information and making recommendations.
- Experience of project work

Key Skills:

- Competent in the use of IT including a working knowledge of Microsoft Office products (Word, Excel, Outlook and PowerPoint)
- Effective admin skills, with the ability to organise own workload in order to meet tight and conflicting deadlines
- Proven ability to check progress of work against targets reporting as necessary and taking action to resolve exceptions
- Excellent planning and prioritising skills with the ability to re-organise work priorities at short notice in light of new circumstances
- Excellent communication skills, both oral and written, with the ability to collate and present information to others.
- Excellent interpersonal skills
- Ability to effectively use social media and other forms of communications, such as press releases.
- Ability to retrieve statistical information and present clearly and concisely
- Proven commitment to community involvement
- Proven ability to work on own initiative
- Ability to work as part of a team maintaining good working relationships with a diverse range of people.

BEHAVIOURS

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF.

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Date:	10.10.19

SPECIAL CONDITIONS CHECKLIST: POLICE STAFF POSTS

Section 1: Allowances	Yes	No
Shift working		X
Weekend working	X	
Unsocial hours	X	
Night working		
On Call		X

Section 2: Other conditions	Yes	No
Regular travel throughout the Warwickshire policing area	X	
Politically Restricted post		X
Warranted powers		X
Uniform		X

Section 3: Health and Safety Risk factors	Yes	No
Frequent Physical Effort required (give brief details).		X
Exposure to disturbing/unpleasant images or tasks (give brief details).		X
Unpleasant Working Conditions (give brief details).		X
Medical examination		X
Hearing test		X
Eye sight test		X
Night worker		X
Lone working	X	

Section 4: Security Level	Yes	No
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Counter Terrorist Check (CTC)		X
Management Vetting (MV)		X

Section 5: Additional responsibilities	Yes	No
Fire Warden		X

Section 6: Mandatory Training requirements <i>(please list)</i>
Warwickshire Police Induction Programme