

Role Description – Branch Secretary

About PFEW

The Police Federation of England and Wales (PFEW) is a staff association for all Police Constables, Sergeants and Inspectors (including Chief Inspectors).

The PFEW has a statutory obligation to ensure that the views of the members are accurately relayed to government, opinion formers and key stakeholders. To ensure this we measure the work we do and what we seek to achieve against our organisational aims and objectives.

The PFEW agrees that in fulfilling its statutory responsibilities for the welfare and efficiency of its members the Federation at all levels will:

- Ensure that its members are fully informed and that there is the highest degree of transparency in decision-making and use of resources
- Maintain exemplary standards of conduct, integrity and professionalism
- Act in the interests of the members and the public, seeking to build public confidence in the police service and accepting public accountability for its use of public money
- Work together within the Federation and in partnership with others in the policing world to achieve its goals

Role Title

Branch Secretary

Role Purpose

- The Branch Secretary has overall responsibility for the day-to-day management of the Branch, its staff and Representatives
- The Branch Secretary will be the named 'employer' for staff employed at the Branch and will have direct line management responsibilities for all peoples employed
- As part of the Branch Board, the Branch Secretary will also be expected to contribute towards setting and supporting the implementation of the Branch's strategic direction

Key Responsibilities

Listed below are the key responsibilities that an individual acting as a Branch Secretary is expected to carry out:

Leadership

- Collaborate with the Branch Board to set the strategic direction of the Branch
- Support the implementation of initiatives that contribute towards the Branch achieving its strategic goals

- Attend regular management meetings with the Branch Board to review Branch activities and emerging matters to ensure that the Branch is able to serve its membership in the best way possible
- Seek to build and maintain a close working relationship with both the Branch Chair and or the Branch Deputy Secretary to provide resilience across the leadership roles

Representation and Engagement

- Negotiate with the Force and Chief Officers regarding Force Policy and other matters where appropriate. It is the responsibility of the Branch Secretary to ensure that the best person is involved in any negotiations according to their skills and or experience
- Represent the Branch and the views of the membership when engaging with external stakeholders e.g. parliamentarians, government bodies, local council, and other staff associations where necessary
- Engage and negotiate with Branch service providers e.g. negotiating with legal service providers and member service providers
- Act as point of contact regarding communication to and from the Branch for internal stakeholders e.g. other Branches, Force, the national centre
- Represent the Branch and the views of the membership at internal meetings e.g. National Council, Regional meetings, committees, etc.
- Act as point of contact for the Branch regarding issues and queries from existing and retired members
- Represent Branch Representatives during legal hearings where necessary
- Act as subject matter expert and primary point of contact for the Force regarding policy and legislation
- Represent the Branch at appropriate public events, including at the national level e.g. National Police Memorial Day, Police Bravery Awards

Administration

- Support the processing of claims at Branch level by reviewing and approving cases that are eligible for legal advice, assistance or representation
- Support the local processing of claims by providing advice and guidance to Representatives
- Depending on the severity of the case, the Branch Secretary may be required to take responsibility for the processing of a claim or grievance
- Maintain understanding of legislation and regulations relevant to the Federation and the position e.g. Fund Rules, Funding Criteria, Standards of Professional Behaviour, Health and Safety, Civil and Criminal law proceedings
- Manage Branch communications e.g. periodic magazine, Branch website, newsletters
- Take ownership of the production, review and circulation of meeting minutes
- Prepare agenda items for internal meetings
- Produce reports in line with Branch activities e.g. the annual public value report, internal reports to the Force, external reports to government bodies or other external stakeholder groups
- Ensure that Branch activities comply with Data Protection requirements
- Fulfil role as signatory of the Branch

Management

- As employer of all staff employed at the Branch, the Branch Secretary will be directly responsible for the day-to-day line management of staff employed at the Branch office, including management of staff contacts, health and safety and employment law requirements
- Manage the workload and welfare of Representatives and other FTE positions at the Branch where appropriate
- Manage Representatives ensuring that one consistent view/stance is communicated to members on specific matters
- Continually review and monitor professional development of Branch staff and Representatives
- Identify and manage the training needs of Branch staff and Representatives
- Manage the Branch Benevolent Fund where applicable
- Oversee the management of the group insurance scheme and member services
- In the event of discipline or conduct issues, ensure the appropriate management of the team and the individual
- Act as point of escalation for Representatives regarding the processing of Member queries and claims
- In line with other Branch Board members, there may be requirement for the Branch Secretary to fulfil on-call duties

Key Competencies

The below key competencies will aid successful performance as a Branch Secretary:

Functional

- Ability to operate at a high strategic level e.g. experience with internal change programmes, strategic meetings
- Full understanding of legislation and regulations relevant to the role such as; Fund Rules, Funding Criteria, Standards of Professional Behaviour, Health and Safety, Civil and Criminal law proceedings
- Knowledge and experience in a broad range of policing functions
- Confidence and ability to manage a team
- Mediation and negotiation experience
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority
- Ability to prioritise workload effectively in light of internal and external time demands
- Stakeholder and relationship management experience
- Project management experience
- Desirable training course include; Claim Handlers Course

Interpersonal

- Confident individual capable of leading a team
- Ability to work well in a team, with strong interpersonal skills

- Flexible approach to working with the ability to adapt working practices according to advice, guidance or other situational factors
- Proactive and forward-thinking e.g. always identifying what can be done to improve functions and activities
- High emotional intelligence with the ability to relate and engage with a wide range of stakeholders

Mobility

There is an expectation that all Federation Representatives are willing to travel in line with their Federation duties. For example, to attend national meetings, training, as well as being committed to interacting with Branch members and Officers, as required.

Values

It is expected that a Branch Secretary will lead by example and represent commitment to the values outlined in the Federation's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity

Compliance

First and foremost, all PFEW Representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, Force Requirements and Policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of Professional Behaviour for the Policing Profession of England and Wales. Further to this, there is an expectation that PFEW Representatives remain eligible to return to service if required. Whilst holding a position within PFEW, Representatives must also remain compliant with all PFEW Regulations, Rules, and Policies.