

## Role Description – National Chair

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### About PFEW

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

The Police Federation of England and Wales 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.

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

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### Role Title

**National Chair**

### Role Purpose

- The National Chair will act as the internal and external spokesperson for the organisation, ensuring one clear united voice is delivered at all times
- The National Chair will work in combination with the National Board to define and deliver the strategic direction of PFEW
- The National Chair will ensure the welfare and interests of members are at the heart of the service provided

### Key Responsibilities

Listed below are the key responsibilities that an individual acting as a National Chair are expected to carry out:

## Leadership

- Collaborate with the National Board to develop and define the organisation's strategic direction, providing strategic oversight throughout to ensure the organisation is fulfilling its core purpose
- Responsible for driving the delivery and implementation of the organisation's strategy
- Responsible for delivering one united voice on all PFEW matters
- Seek to build and maintain close working relationships with both the National Vice Chair and or the National General Secretary to provide resilience across the leadership roles

## Representation and Engagement

- Act as the figurehead and spokesperson for PFEW on internal and external matters
- Act as a link between the National Board and the National Council, ensuring the welfare and interests of members are represented
- Act as lead media spokesperson on issues that affect the organisation
  - Manage PFEW's response to topical news events
  - Deliver a clear and appropriate response, across mediums, that is in alignment with the organisation's overall viewpoint and its membership
  - Ensure availability to respond to ad hoc requests where appropriate
  - Oversee PFEW communication responsibilities, such as newsletters, social media sites, websites, annual reports, in collaboration with the Communications department at HQ, where applicable
  - Seek to build relationships with appropriate individuals within the media to further help deliver PFEW's key messages
- Represent PFEW at internal meetings e.g. National Council, Change Programmes
- Build and maintain relationships with key stakeholders, both internally and externally e.g. Chief Officers, Police and Crime Commissioners, HQ Departments, staff associations, parliamentarians, Think Tanks
- Use relationships to influence and negotiate with key stakeholders on strategic matters e.g. Home Office
- Represent PFEW at appropriate public events, including at the national level e.g. National Police Memorial Day, Police Bravery Awards
- Chair PFEW's annual conference, delivering key note speeches, engaging with internal and external stakeholders throughout to promote PFEW's viewpoints on key topical matters

- Responsibly represent the membership at all appropriate internal and external engagements e.g. meetings and events

### **Administration**

- Assume the role of Chair at all appropriate meetings, including National Board and National Council meetings, ensuring the efficient management of the session
- Review agenda items ahead of meetings, to ensure well informed on subject matters
- Aid the planning and preparation for PFEW's annual conference

### **Management**

- Act as a strategic advisor for all general PFEW management, including finance, staff, operations, facilities
- Safeguard and represent the voice of the members, local Branches and Forces throughout all decision making processes and PFEW's governance structure
- Responsible for ensuring the National General Secretary serves the National Council and National Board
- Responsible for ensuring the National General Secretary delivers the organisation's strategic goals
- Ensure the National Board and National Council are fulfilling their core roles and purposes, maintaining respect for PFEW's governance structure
- Facilitate the development of workstreams in key business areas within PFEW, where appropriate e.g. working groups

### **Key Competencies**

The below key competencies will aid the successful performance as National Chair:

#### **Functional**

- Ability to operate at a high strategic level e.g. experience with internal change programmes, strategic meetings
- Confident public speaker
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority
- Competency in delivering PFEW messages across media channels, demonstrating effective media skills
- Stakeholder and relationship management
- Awareness of the political landscape

- Project management experience
- Mediation and negotiation experience
- Awareness and understanding of corporate event planning
- Desirable training courses e.g. media, negotiation
- Experience using modern IT systems
- Understanding of the background and context of PFEW, demonstrating a willingness to learn

### **Inter-personal**

- Confident and charismatic individual capable of leading a team
- Strong interpersonal skills
- High emotional intelligence with the ability to relate and engage with a wide range of stakeholders
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities
- Personal resilience to manage a high workload, multitasking various projects in a responsible and sustainable manner

### **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. A core responsibility of the National Chair is to represent PFEW and its membership at appropriate engagements and, as such, may be expected to travel extensively on a national and international basis.

### **Values**

It is expected that all National Chairs 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.