

Role Description – Branch Chair

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 Chair

Role Purpose

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

Key Responsibilities

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

Leadership

- Collaborate with the Branch Board to develop and define the Branch's strategic direction
- Responsible for driving the delivery and implementation of the Branch's strategy
- Responsible for delivering one united voice on all Branch matters

Representation and Engagement

- Act as the figurehead and spokesperson for the Branch on internal and external matters
- Act as lead media spokesperson on issues that affect the Branch
 - Manage the Branch's response to topical news events
 - Deliver a clear and appropriate response that is in line with the Branch's overall viewpoint and its membership
 - Ensure availability to respond to ad hoc requests where appropriate
 - Oversee Branch communication responsibilities, such as newsletters, social media sites, websites, annual reports where applicable
- Represent the Branch at internal meetings e.g. strategic Force, National Council, Change Programmes
- Build and maintain relationships with key stakeholders, both internally and externally e.g. Chief Officers, Police and Crime Commissioners, national centre departments, staff associations, parliamentarians, think tanks
- Use relationships to influence and negotiate with key stakeholders on strategic matters
- Represent the Branch at appropriate public events, including at the national level e.g. National Police Memorial Day, Police Bravery Awards
- Act as Branch conduit and liaison for all communication e.g. between other Branches, national centre, Forces

Administration

- Assume the role of Chair at all appropriate meetings, ensuring the efficient management of the session
- Review agenda items ahead of meetings, to ensure well informed on subject matters

Management

- Act as key consultee for all general Branch management, including finance, staff, operations, facilities

Key Competencies

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

Functional

- Ability to operate at a high strategic level e.g. experience with internal change programmes, strategic meetings
- Confident public speaker
- Stakeholder and relationship management
- 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
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority

Interpersonal

- 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

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 all Branch 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.