

Job Description

A Post Details	
Job Title: NPCC LLW Programme Support Officer National Police Chief's Council Less Lethal Weapons	Grade: A005
Department: National Police Chief's Council Less Lethal Weapons Administration	Division: A
Reports to: NPCC Strategic Manager for Less Lethal Weapons and Counter Drones	Contract type: Permanent
Level of Vetting: Recruit Vetting	Numbers in Post: 1
Welsh language required No	
B Purpose of the Post	
The post-holder will provide programme coordination and business support across the NPCC Less Lethal Weapons Portfolio. Working alongside portfolio leads, subject matter experts and key stakeholders, the role will support the administration, coordination and monitoring of programme activity relating to Less Lethal Weapons, Taser, Counter Drones and associated capability workstreams. The role will maintain programme information, coordinate updates, monitor actions and milestones, and provide reporting and governance support to assist portfolio leads in the effective management of national workstreams and activities.	
C Dimensions of the Post	
- The role holder will not be a designated budget holder or indirectly influences budget decisions. - There will be no line management responsibilities.	
D Principal Accountabilities	
National Programme Coordination - Maintain programme tracking information and progress updates. - Support project leads in monitoring actions and agreed milestones. - Maintain programme documentation and reporting information. - Coordinate information required to support programme delivery. Project Delivery Support - Maintain programme and project reporting information. - Maintain action trackers and provide progress updates to project leads. - Support project leads by coordinating information relating to programme activity. - Assist with the preparation and maintenance of programme plans, schedules and associated documentation.	

- Monitor completion of agreed actions and escalate overdue items where appropriate.

Stakeholder Facilitation

- Facilitate collaboration between portfolio leads, policing partners, government bodies and other stakeholders.
- Coordinate stakeholder engagement activity associated with national programmes and projects.
- Gather information and updates from multiple stakeholders to support programme reporting and decision making.
- Assist project leads in coordinating activity across workstreams.

Governance Support

- Support the preparation of programme updates, reports and briefing papers for governance boards.
- Monitor delivery against governance actions and agreed programme commitments.
- Coordinate information required to support governance and reporting requirements.
- Assist with assurance and compliance activities associated with portfolio workstreams.

Research and Information Support

- Undertake targeted research and information gathering to support programme delivery and future capability development.
- Collate information and prepare reports and briefing materials for project leads.
- Monitor emerging developments relevant to programme objectives and communicate findings to portfolio leads.

E Decision Making

Make decisions

- Prioritise and organise own workload.
- Determine how best to prioritise and coordinate assigned work within established procedures.
- Escalate risks, issues and delays to project leads or the Strategic Manager when required.

Significant say in decisions

- Provide information and updates to support programme delivery.
- Identify opportunities to improve administrative and coordination processes and raise suggestions to management.

F Contact with Others

Internal

- BTP Chief Officer Group
- BTP Finance Department
- NPCC Strategic Hub

External

- Building key working relationships with law enforcement agencies and stakeholders where appropriate
- Key partners include - Home Office, non-Home Office and International Police Forces and Agencies; related NPCC portfolios such as Armed Policing, Self Defence and Restraint and Public Order Public Safety; HM Prison and Probation Service; College of Policing; Home Office, Defence Science and

Technology Laboratory; Medical Implications of Less Lethal Weapons Executive Committee (MILLWEC), Ministry of Defence; National Taser Stakeholder Advisory Group; Independent Office for Police Conduct and others.

Supervision

The post holder will report directly to the Police Sergeant NPCC LLW

G Essential Criteria

Qualifications and Training:

GCSE English and Mathematics at Grade C level or equivalent.
Educated to A-Level standard (or equivalent experience).

Experience:

- Experience working within a policing environment, with an understanding of policing structures, governance and operational delivery.
- Experience working with, or supporting, specialist policing capabilities such as Less Lethal Weapons, Taser, Counter Drones, Armed Policing or operational training environments.
- Experience supporting the delivery of projects, programmes or portfolios within a complex operational environment.
- Experience coordinating activity across multiple stakeholders, workstreams or partner organisations.
- Experience monitoring progress against plans and providing updates to senior stakeholders.
- Experience preparing reports, briefing papers, presentations or governance documentation.
- Experience building effective working relationships with internal and external stakeholders.
- Experience supporting governance, assurance or programme delivery arrangements.

Skills:

- Excellent organisational and coordination skills, with the ability to manage competing priorities and deliver to deadlines.
- Strong stakeholder management and relationship-building skills.
- Ability to coordinate activity across multiple projects and workstreams simultaneously.
- Strong written communication skills, including the ability to produce concise reports, briefings and presentations.
- Ability to analyse and present information clearly to support decision making.
- Effective problem-solving skills with the ability to identify issues and facilitate solutions.
- Strong planning and prioritisation skills.
- Ability to work independently whilst maintaining effective collaboration with colleagues and partners.
- Proficient in the use of Microsoft Office applications, including Teams, Outlook, Word, Excel and PowerPoint.

Knowledge:

- Knowledge of the policing environment and the challenges associated with delivering national policing programmes.
- Understanding of programme and project management principles.
- Understanding of stakeholder engagement and partnership working within a multi-agency environment.
- Understanding of confidentiality, information management, data protection and information security requirements.

Desirable criteria:
• Experience supporting national policing programmes, NPCC portfolios or multi-force initiatives. • Experience working alongside Home Office, College of Policing, NPCC or other national policing partners. • Experience of project management methodologies such as PRINCE2, MSP or Agile. • Experience supporting capability development, trials, evaluations or implementation projects. • Knowledge of the NPCC structure and national policing governance arrangements. • Knowledge of the Less Lethal Weapons Portfolio and associated national programmes. • Knowledge of Taser governance, training, deployment and assurance arrangements. • Knowledge of Counter Drone capabilities and emerging policing technologies. • Awareness of wider policing capability development, operational safety and use-of-force frameworks.
H Additional Information
Flexible to travel when required
For Panel to complete only: Panel Approval: Pauline Okirie Date:03/08/2026