

Job Description

A Post Details	
Job Title: Event Planner	Grade: A006
Department: Force Planning Unit (FPU) - Divisional	Division B, C, :D
Reports to: Event Planning Manager	Contract Type: Permanent Select
Level of Vetting: Recruit Vetting	Numbers in Post: 14
B Purpose of the Post	
<p>Provide a corporate, high quality standard of planning and coordination for football and Level 2 events affecting BTP, including providing advice and support to and liaison with nominated event Commanders and promoting corporate standards for event planning across the Force.</p> <p>Provide real-time support to the event/incident Senior Command team in both a planned and unplanned environment as required.</p>	
C Dimensions of the Post	
<p>Subject Matter Expert: in event planning.</p> <p>Financial: N/A</p> <p>Staff Responsibilities: N/A</p> <p>Any Other Statistical Data: N/A</p>	
D Principal Accountabilities	
<p><i>Within this document when we talk about Event this includes all Football and Level 2 Events.</i></p> <ul style="list-style-type: none"> • Liaise and communicate on a regular basis with Event Commanders pre/during and after the event to identify specific requirements that need to be considered in planning/running and debrief of their event. • Ensure there is a meeting structure in place during the planning process and that the relevant parties are invited to the meetings including the Event Commander, relevant Bronze commanders and where necessary industry partners and stakeholders. • Refer to the Football and Event Planning Manual of Guidance document to assist in the planning process. • Prepare and co-ordinate plans, Operational Orders and associated documentation for all events including football and Level 2 events across the Division to a high standard. • Ensure that there are contingencies built in to support the operational plans produced by operational commanders and that a professional record of decision-making is always maintained in case of audit or investigation requirements. 	

- Ensure there is consistency in the paperwork produced for planning events and that you follow the common corporate standards and templates set by the Head of Department.
- Maintain liaison with Train Operating Companies, Network Rail and other railway industry businesses on behalf of the Department.
- Maintain regular liaison with the Event Planning Coordinator and Football and Field Intelligence Officers to ensure up to date intelligence is available for the Event Commanders and the plan is amended to take cognisance of live intelligence.
- Maintain close liaison with the Force Resource Planning Unit to ensure the resources allocated to the event are maintained in line with the current intelligence picture.
- Provide real time support to Gold/Silver/Bronze Commanders for events and incidents as necessary.

E Decision Making

Attend Stakeholder engagement meetings as part of the planning process and following consultation with the Event Commander make appropriate decisions on their behalf.

F Contact with Others

Internal

- Event Commanders
- Resource Planning Supervisors
- Football and Field Intelligence Officers
- FHQ Departments

External

- Other Forces, Intelligence Agencies
- Train Operating Companies and LUL/DLR/HS1
- Home Office Forces, Train Operating Companies and other organisations and agencies affecting the railways that are involved in the Event planning process.

G Essential Criteria

Qualifications and Training:

Educated to minimum A level standard (or equivalent in a relevant discipline)

Experience:

- Proven ability to meet challenging timescales and deadlines, including real time support following a time critical incident or event.
- Experience of prioritising and multi-tasking, managing a number of events at any one time.
- A successful track record of supporting, liaising with and maintaining positive working relationships with internal and external stakeholders (including Senior Leaders) and managing their needs, expectations and demands.
- Experience of working unsupervised and on own initiative, whilst collaborating with a wider team and other internal departments.
- Experience of contingency planning and record keeping for auditing purposes.

Skills & Knowledge:

Skills:

- A high degree of organisational ability and attention to detail.
- Able to analyse critically, whilst finding innovative solutions to arising or potential issues.
- Able to coordinate and prioritise effectively.
- Able to generate high quality work under pressure whilst remaining professional.
- Excellent written and verbal communicational skills.

Knowledge:

- Thorough current working knowledge of event planning in policing.
- Sound knowledge of relevant legislation and policy that needs to be considered for policing any event.

H Additional Information

This post will require liaison with internal and external partners on significant operational issues that affect the operational performance of those partners. The environment is challenging, changeable with priorities that are liable to alter at any time. The postholder must be able to adapt to those changing priorities whilst remaining calm and focused.

To ensure the function is high-performing and fully-effective, the ideal candidate will be open to and committed to continuous personal and professional development.

Events Planners are expected to respond to and support Force mobilisation plans when activated by critical incidents, which may result in extended working hours.

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date: Click or tap to enter a date.