

## Job Description

| <b>A Post Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |
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| Job Title: <b>External Scrutiny Co-Ordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Grade: <b>A005</b>              |
| Department: <b>Strategic Inclusion and Diversity, People and Culture</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Division: <b>A Division</b>     |
| Reports to: <b>External Scrutiny &amp; IAG Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Contract Type: <b>Permanent</b> |
| Level of Vetting: <b>Baseline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Numbers in Post: <b>1</b>       |
| Welsh language required <b>No</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |
| <b>B Purpose of the Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |
| <p>To support the External Scrutiny &amp; IAG Manager in the effective delivery and coordination of BTP's external scrutiny and Independent Advisory Group (IAG) activity.</p> <p>The post holder will provide a comprehensive coordination and administrative function to enable consistent, high-quality scrutiny processes, ensuring outputs are accurately recorded, tracked and communicated.</p> <p>They will support the maintenance of governance processes, documentation and reporting, contributing to organisational learning, transparency and continuous improvement aligned to Trust and Legitimacy priorities.</p>                                                                                 |                                 |
| <b>C Dimensions of the Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |
| <p>The post holder will support delivery of external scrutiny activities across the organisation, working to defined governance processes and supporting divisional representatives and stakeholders.</p> <p>They will not hold direct budget or staff management responsibilities but will contribute to effective coordination across multiple stakeholders and scrutiny activity.</p>                                                                                                                                                                                                                                                                                                                           |                                 |
| <b>D Principal Accountabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |
| <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Support all External Scrutiny interactions, keeping accurate records and minutes/actions as required.</li> <li>• Co-ordinate external scrutiny meetings, maintaining records of attendance.</li> <li>• Prepare and circulate reports for and from external scrutiny.</li> <li>• Manage the External Scrutiny email inbox.</li> <li>• Co-ordinate, prepare and circulate outcomes and updates from external scrutiny.</li> <li>• Ensure External Scrutiny Terms of Reference are implemented and regularly reviewed with owners.</li> <li>• Redact Body Worn Video footage to support stop and search external scrutiny processes.</li> </ul> |                                 |

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| <p><b>Manage Members</b></p> <ul style="list-style-type: none"> <li>Recruit and maintain volunteer Members for external scrutiny panels.</li> <li>Ensure vetting is up to date for all Members according to the BTP vetting policy</li> <li>Manage duty sheet for duties and expense claims</li> </ul> <p><b>External Scrutiny Liaison</b></p> <ul style="list-style-type: none"> <li>Carry out environmental scanning to ensure process and practices for external scrutiny are current and effective.</li> <li>Engage with partners and stakeholders to support external scrutiny.</li> <li>Co-ordinate requests for external scrutiny</li> </ul> |
| <p><b>E Decision Making</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Prioritise and manage own workload to support delivery of scrutiny activity.</p> <p>Make decisions relating to coordination of meetings, documentation and administrative processes.</p> <p>Escalate risks, issues or gaps in scrutiny activity to the External Scrutiny &amp; IAG Manager.</p> <p>Exercise judgement when handling sensitive information and stakeholder engagement.</p>                                                                                                                                                                                                                                                        |
| <p><b>F Contact with Others</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Provide support and coordination to divisional representatives and stakeholders involved in scrutiny activity.</p> <p>Maintain regular contact with IAG members, YIAG, LEAG, community representatives and partners to support effective engagement.</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>G Essential Criteria</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Qualifications and Training:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Maths and English GCSE as minimum</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Experience:</p> <p>Excellent interpersonal and communication skills in Welsh <b>No</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

- Coordinating themes and outputs for quarterly reports
- Experience of coordinating people from a variety of backgrounds managing contrasting political / personal views and or groups agendas
- Experience of scheduling meetings; preparing agendas and documentation, drafting actions and managing activity trackers, compiling reports.
- Understanding of managing sensitive, personal and confidential information through GDPR.
- Knowledge of internal communications
- Experience of supporting governance processes, reporting or structured oversight activity
- Experience of working with stakeholders in a sensitive or public-facing environment

**Skills:**

Excellent interpersonal and communication skills in Welsh **No**

- Adept at influencing and negotiating with others with the ability to work through conflict to achieve timely results and actions.
- Proficient in MS Office applications to prepare written content to internal and external audiences.
- Effective communication skills dealing with colleagues and the public.
- Excellent interpersonal skills with the ability to liaise with employees at all levels both internally and externally.
- High standard of planning and organisational ability with the flexibility to change workloads to meet competing demands.
- Ability to remain calm whilst working under pressure and to demanding deadlines whilst maintaining a flexible approach.
- Ability to organise and present information to support decision-making processes
- Strong attention to detail to ensure accuracy of governance and reporting outputs

**Knowledge:**

- Basic data protection principles and legislation

**Desirable criteria:**

- Ability to write for an internal and external audience across multiple mediums
- Stakeholder engagement
- Working in a politically sensitive environment

**H Additional Information**

- Flexible approach to working hours is required. The post holder may be required to work evenings or weekends.

**For Panel to complete only:**

**Panel Approval: Pauline Okirie**

**Date:25/06/2026**