

Job Description

A Post Details	
Job Title: Award and Recognition Events Manager	Grade: B003
Department: Communications & Engagement	Division: A
Reports to: Head of Marketing and Internal Communications	Contract Type: Permanent
Level of Vetting: Management Vetting	Numbers in Post: 1
Welsh language required No	
B Purpose of the Post	
To provide organisational leadership for Force-wide awards and recognition, setting direction and standards across the Force. Responsibility to help shape organisational culture change through recognition, ensuring robust governance of awards processes. Managing associated reputational risk and overseeing the strategic delivery of high-profile ceremonies on behalf of the Chief Constable.	
C Dimensions of the Post	
Financial: Non-direct responsibility for approving expenditure in other portfolio budgets Staff Responsibilities – Direct: None Staff Responsibilities – Non-direct: this role provides organisational leadership and has accountability for the consistency, quality and integrity of award and recognition activity across the Force. Also providing direction and assurance to the Chief Officer Group, Divisional Commanders and senior leaders, ensuring alignment with organisational standards and priorities.	
D Principal Accountabilities	
• Provide organisational leadership for the development, implementation and continuous evolution of the Force-wide Awards and Recognition Strategy • Help drive a culture of recognition across the organisation, operating at Chief Officer level to influence senior leaders and shape organisational priorities. • Act as the organisational lead and subject matter expert for awards, honours and recognition, serving as the authoritative point of expertise. • Ensure governance, integrity and transparency of all awards processes, managing reputational risk and providing corporate assurance. • Direct and provide assurance for all internal and external recognition schemes. • Provide strategic oversight of key recognition schemes including commendations, long service awards and national honours. Liaison with national awarding bodies, governments honours, acting as the organisational lead with national bodies, government honours processes and external partners. • Manage complex and sensitive nomination processes for both awards and representation of colleagues and national and high-profile events and ceremonies, exercising judgement in politically and reputationally sensitive contexts • Manage multiple concurrent awards and programmes and plan, organise and deliver events and ceremonies, liaising with family, friends and officers/staff.	

- Manage the application of BTP's Awards and Recognition policy, including the administration, review and direction of Chief Constable's Commendations, letters of thanks, Royal Humane Society Awards, Honours, Long Service & Good Conduct Awards, Sherriff's Awards, BTP Us at Our Best Awards, Gallantry, recognition from major events, retirement letters and related matters, ensuring fairness, consistency and compliance with organisational standards and available budgets.
- Lead the design and delivery and of high profile corporate events led by the Chief Constable, including Long Service & Good Conduct ceremonies, Chief Constable's Commendation Ceremonies, BTP Us at Our Best Awards etc. ensuring events reflect organisational standards, values and public reputation. Manage BTP representation at external events including BTP Standard, Cenotaph, Garden Parties, UK Police memorial, Greater London Awards, BAWP and other similar events.
- **Anticipate, identify and resolve complex or high-risk issues, mitigating reputational and organisational impact**
- Monitor and evaluate recognition activity to drive continuous improvement using insight to inform decision-making.
- Build positive working relationships with key senior stakeholders and SLTs. Provide a source of expert guidance and authoritative advice to all who contact the Chief Constable's office.
- Maintain an in-depth understanding of key priority areas for BTP, as well as the policing and rail industry, working through ambiguity, corporate and operational sensitivities to confidently record and discharge work on behalf of the Chief Constable.

E Decision Making

Makes independent decisions regarding the management and delivery of awards and recognition, including interpretation of criteria and prioritisation of competing demands.

Handles complex, high-profile and sensitive recognition matters, providing advice and recommendations to Chief Officers and senior leaders that shape final outcomes and may set organisational precedent.

Takes decisions on best practice, governance and procedural interpretation, influencing the ongoing development of organisational policy and standards. Manage suitability checks and make considered recommendations for awards, protecting the integrity of the honours and awards systems on behalf of the Chief Constable. Ensuring consistency, fairness and accountability for decision making

F Contact with Others

Extensive liaison on a daily basis with the Chief Officers, Divisional Commanders, FHQ Department Heads, BTPA and police officers and staff at all levels within the Force regarding awards and recognition

G Essential Criteria

Qualifications and Training:

- Qualified to degree level or equivalent professional qualification

Experience: Excellent interpersonal and communication skills in Welsh No
• Substantial executive level administrative and management experience (board level) gained in a large multi-functional organisation • Demonstrable experience of influencing senior stakeholders and shaping outcomes through expert advice rather than formal authority • Substantial experience of handling complex queries, complaints and correspondence • Experience in 'managing upwards' and the delegation and coordination of work at an executive level • Experience in events management, coordinating the necessary logistics of multi-disciplinary services, VIPs, venues, marketing, travel and budgets.
Skills: Excellent interpersonal and communication skills in Welsh No
• Excellent interpersonal skills with proven experience of building productive relationships with senior stakeholders and colleagues • High degree of tact, discretion and sensitivity • Extremely motivated and able to work in a highly pressured, fast paced environment which necessitates adapting to the individual working styles of senior executives • Ability to negotiate, persuade and influence at the highest level • Meticulous attention to detail with the ability to work on a variety of tasks simultaneously • Able to research, digest, analyse and present material clearly and concisely • Resourceful, with an ability to work independently with minimal direction • Managing budget of ceremonies and all associated costs • Maintaining relationships with external suppliers and ensuring value for money
Knowledge:
• A comprehensive knowledge of the environment BTP operates in and an understanding of the wider political, financial and industry factors that affects its operation. • Ability to advise and lead on best practice for secretariat practice and procedure.
Desirable criteria:
• Knowledge of professional standards, regulations and protocols in relation to complaints handling
H Additional Information
The demands and responsibility placed on this post holder will be significant. The post holder will be required to be reactive when required in terms of working hours in order to meet business requirements
For Panel to complete only: Panel Approval: Pauline Okirie Date: 03/08/2026