



Providing clarity; building trust. A job that matters

Job Title: Management Support Officer - Hybrid working

Salary: £26,010

Location: Sale

Duration: Fixed Term Contract until 7 June 2024 to cover maternity leave (with the potential to be extended)

Your role

Do you want to work in an organisation which shapes the face of policing in the U.K? Are you looking to be encouraged to develop your experience, knowledge and skills? Do you want an opportunity to join a friendly and supportive Senior Leadership Team where each day is different?

As a completely independent organisation, the IOPC seek to uphold the rights of the public and investigate the most [serious matters](#), including deaths following police contact, to promote learning and influence change in policing. The IOPC is an organisation steeped in history, influenced by significant figures such as Stephen Lawrence and Sir William Macpherson. We are looking for people to uphold our core values, and in return we will give you a supportive and inclusive work environment to flourish in.

Our Operational Directorate are at the heart of delivering our main organisational goal of conducting robust and fair investigations into the policing system. The varied investigative work of our Operational Directorate is often high-profile and rewarding, whilst allowing for many career progression opportunities throughout the Directorate who are ready to support you on your career journey.

The Directorate of Major Investigations (DMI) provides organisational capability and capacity to deliver large scale, resource-intensive investigations, that are generally complex and high-profile including investigations of national significance. The DMI invariably take on low-volume/high-impact investigations which require significant levels of resource in order to deliver timeliness and effectiveness.

This is a unique opportunity to join a friendly and supportive Senior Leadership Team (SLT) within the Directorate of Major Investigations (DMI). The DMI SLT comprises

of: a Director, three Operations Managers (OMs), an Executive Support Manager (ESM) and Management Support Officer (MSO). The MSO is a key and valuable member of the DMI SLT. The MSO will provide daily support to the three OMs and provide additional cover, as and when required, to the Director and ESM. The MSO will reflect and instigate the IOPC values, such as, how we work in collaboration to deliver the organisation's mission. The DMI SLT enjoys friendly and supportive working relationships and benefits from a culture of inclusivity. The successful candidate will be encouraged to learn and develop in a positive environment where every day is different.

Anticipated assessment and interview dates are week commencing 22nd May 2023.

What you will need

Essential

- Good level of education, educated to at least GCSE standard or equivalent.
- Demonstrates high level of attention to detail and an ability to work accurately.
- High level of ICT skills and facility with IT systems and applications including MS word, Excel, and Power Point, SharePoint and experience using case management systems.
- Excellent interpersonal skills, including tact, discretion and experience of liaising with representatives from external agencies

Experience

- Excellent written and oral communication skills
- Ability to work under pressure and prioritise tasks, working to strict and conflicting deadlines
- Proven experience of working effectively in a team environment
- Experience or understanding of police forces and criminal justice system is desirable

Skills and Abilities

- Sound administrative skills, able to organise and prioritise when under pressure and meet or negotiate deadlines.
- Skills appropriate to the role, with the capacity to absorb/organise new information to ensure well briefed on new topics.

What we offer

- 27.5 days paid annual leave (increasing with service to 32.5 days)
- Options to carry over, buy or sell annual leave
- Civil Service pension

- PAM employee assistance programme
- Access to Civil Service Sports Council (CSSC) membership
- Staff networks focused on each of the protected characteristics – run for staff, by staff
- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity behaviours

We'll assess you against these Level 1 behaviours during the selection process:

- Communicating and influencing
- Delivering at pace
- Managing a quality service
- Working together
- Seeing the bigger picture
- Making effective decisions

This vacancy is using Success Profiles, to find out more, please click [here](#).

Throughout the recruitment process we will assess your Experience, Strengths, and Values. As part of the application process you will be asked to complete 3 sift stage questions based on the essential criteria.

This advert may close early due to high applications.

Be yourself

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services; demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](#) for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](#), to [Welsh Language Standards](#) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



Additional information

The IOPC is not eligible to participate in the Civil Service transfer process, therefore successful candidates will not be able to transfer to the IOPC on their existing terms and conditions. The IOPC does not participate in the UK Visa Sponsorship Scheme therefore, candidates will have to provide evidence of their Right to Work in the UK if offered a role with us.

Any move to Independent Office for Police Conduct from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>

Although we are currently unable to guarantee a longer or more permanent contract, if the role can be extended or made permanent, the successful post holder may be offered the role firstly without further interview.

Reasonable adjustment

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email humanresources@policeconduct.gov.uk

Complete the “Additional requirements” section of your application form to tell us what changes or help you might need further on in the recruitment process.