



Job Description

Post Title: Chief Operating Officer (COO)

Reporting to: BAPCO President & Board of Directors

Core Responsibilities

The following are general descriptions of the core duties and responsibilities of the role. Other tasks may be assigned by the President as necessary and appropriate.

1. In support of the President and the Board of Directors serve as the Chief Operating Officer of the British Association of Public-Safety Communications Officials (BAPCO) and act as the accountable officer for all aspects of the Association's business and functions.
2. This is a home-based role but you will be expected to attend meetings within the UK with our main support suppliers who are currently based in London and Newcastle as well as other meetings at various locations to enable fulfilment of the role.
3. There is an element of international travel as there is an expectation that you will accompany and/or represent the President and Directors at events such as ACPO International and ACPO Canada, Critical Communications World and similar events. Expenses are paid for all travel and work away from the home.
4. Implement the directives of the President, the policies and resolutions of the Board of Directors and ensure that such policies and resolutions are not in conflict with the BAPCO Articles of Association and Members Handbook or civil law.
5. Provide proactive, efficient and effective leadership and in liaison with the President and the Directors, offer strategic direction across the full range of functions and roles of the Association.
6. Communicate with and provide a clear sense of purpose and vision for the Board of Directors and promote this actively with all key stakeholders.
7. Be responsible for the employment of persons to all BAPCO posts authorised by the Board of Directors. Acting as Line Manager, supervise the performance of their duties by monitoring output and the implementation of personnel policies, employment contracts and employment law. *(Note - there are no other employees at this time)*
8. For as long as such contracts exist, manage the content and financial aspects of agreements with Association Management and Event Management groups.

9. Ensure that the strategy and values of BAPCO are embedded throughout the Association.
10. Ensure that all accounting policies meet the requirements of both Companies House and the Charity Commission and ensure that all returns are prepared for the President and Board of Directors in a timely and accurate manner.
11. Ensure that the visibility of BAPCO is maintained within both the user and supplier communities through the effective use of all media channels.

Key Tasks

1. Corporate Governance

- Prepare an annual budget for the Association for consideration and approval by the Board.
- Ensure that effective systems of governance and approval mechanisms are in place and maintained.
- Ensure that the Association remains compliant with all the requirements of the Charity Commission.
- Provide reports to the Board with regard to assurance that the Association is meeting legal, financial and strategic targets and goals.
- In liaison with the President, prepare a draft Business Plan on an annual basis for submission and approval by the Board.
- Be responsible for organising meetings of the Board of Directors and Advisory Group and ensure that all appropriate correspondence is circulated prior to those meetings and that secretarial support is in place where appropriate.
- Ensure that the Association's contracted support office maintains records, files and library material as appropriate.
- Prepare operating reports for each Board Meeting for consideration and approval by the Board.
- Keep complete records of: all moneys received by, and owed to, the Association; all expenditures incurred by the Association and take all appropriate measures to assure the prompt collection, payment, and accounting for Association funds.
- Strategise and plan for key BAPCO events and shows, keeping the Board informed and updated.
- Manage the topics and content of sessions and briefings held at BAPCO key events via the utilisation of the expertise and operational awareness of the members of the Advisory Group.

2. Leadership

- Provide a relaxed and appropriately flexible approach to leadership and guidance in relationships with those that volunteer to take positions of responsibility within the Association.
- Promote a focus-based culture which continues to maintain and increase the credibility and professional standing of the Association.
- In concert with, or separate to, the Presidential team, work to enhance an effective, professional relationship with those Public Safety agencies, Central and Local Government departments having responsibility for public safety, Senior Management

groups of Public Safety services and the Communications and Information Technology industry.

3. Profile of the Association

- Ensure that the Association's management processes are open and transparent and encourage the confidence of the Board, members of the Association and other key stakeholders.
- In liaison with the President establish effective networks and partnerships with key partners in the public safety communications sector in order to enable the Association to remain fully aware of new developments (technical and procedural) in support of the membership.
- Promote a positive and professional image of the Association through internal and external communications/publications.
- In co-ordination with the Board, attend and represent the Association at key events nationally or internationally.
- Support members of the Association by responding to any relevant request for assistance.
- Supervise such research programs or special studies as the Board may prescribe.

4. Key relationships

- President of the Association.
- Vice Presidents.
- Advisory Board members.
- Public safety organisations/agencies.
- Central and local government departments.
- Key stakeholders from the Public Safety industry.
- Contracted support agencies.