

Role Description – Workplace Representative

About PFEW

The Police Federation of England and Wales (PFEW) is a staff association for all Police Constables, Sergeants and Inspectors (including Chief Inspectors).

The PFEW has a statutory obligation to ensure that the views of the members are accurately relayed to government, opinion formers and key stakeholders. To ensure this we measure the work we do and what we seek to achieve against our organisational aims and objectives.

The PFEW agrees that in fulfilling its statutory responsibilities for the welfare and efficiency of its members the Federation at all levels will:

- Ensure that its members are fully informed, and that there is the highest degree of transparency in decision-making and use of resources
- Maintain exemplary standards of conduct, integrity and professionalism
- Act in the interests of the members and the public, seeking to build public confidence in the police service and accepting public accountability for its use of public money
- Work together within the Federation and in partnership with others in the policing world to achieve its goals

Role Title

Workplace Representative

Role Purpose

- The Workplace Representative will provide direct guidance, advice and support to members
- The Workplace Representative will act as the members' principal point of contact with the Police Federation of England and Wales

Key Responsibilities

Listed below are the key responsibilities that an individual acting as a Workplace Representative is expected to carry out:

Leadership

- Lead the Branch in communicating directly with members

Representation and Engagement

- Act as the local identifiable and accountable representation of the Federation in Force
- Entrusted to look after the welfare and efficiency of members at the local level
- Act as the principal point of engagement with members
- Provide continued advice, guidance and support to members on any query or request that they may have e.g. misconduct issues, injustice in the workplace, health management
- Engage with subject matter specialists in specific cases where appropriate e.g. Legal, Human Resources, Health and Safety Liaison Officer
- Assist Branch Board on dissemination of information, communications and local news directly to members
- Act as the conduit and liaison between the Branch Board and the membership
- Represent members at all appropriate meetings where requested e.g. misconduct meetings, during the resolution process
- Assist Branch Board with Force negotiations over proportion of time spent on Federation work and facility time where appropriate with the aim to ensure the balance between appropriate availability to the membership and management of the Workplace Representative's own welfare

Administration

- Monitor and track time spent on Federation work to create a verifiable and accurate log of time and activities
- Maintain working knowledge of relevant PFEW practices, topical issues, legislation changes and regulations, including any areas of specialism
- Prepare and provide support to members in the completion of all appropriate paperwork e.g. post incident procedures

Management

- Manage own case load, escalating any issues of concern, with the appropriate individual, where necessary
- Manage member expectations when dealing with queries

Key Competencies

The below key competencies will aid the successful performance of
Workplace Representatives:

Functional

- Workplace Representatives are encouraged to attend training courses, both internally and externally, to develop skills e.g. courses at Leatherhead and self-teaching
- Experience using modern IT systems

Interpersonal

- Willingness to learn, with enthusiasm to establish, develop and maintain skills and experience whilst carrying out the role
- Strong interpersonal skills
- High emotional intelligence and listening skills to relate, empathise and engage with members
- Ability to respond efficiently to a range of ad hoc requests
- Proactive and forward-thinking e.g. always identifying what can be done to improve functions and activities
- Time management skills
- Advocacy skills
- Have the ability to engage with individuals at all levels of the organisation, up to senior management level, where appropriate

Mobility

There is an expectation that all Federation Representatives are willing to travel in line with their Federation duties. For example, to attend national meetings, training as well as being committed to interacting with Branch members and Officers, as required.

Values

It is expected that all Workplace Representatives lead by example and represent commitment to the values outlined in the Federation's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity

Compliance

First and foremost, all PFEW Representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, Force Requirements and Policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of Professional Behaviour for the Policing Profession of England and Wales. Further to this, there is an expectation that PFEW Representatives remain eligible to return to service if required. Whilst holding a position within PFEW, Representatives must also remain compliant with all PFEW Regulations, Rules, and Policies.