

# Meera Bansal

•xxx xxxxx xxx • Tel: xx xxxxx • Email: xxxxxxx

## Professional Profile

- Dedicated, tenacious and driven team player with the ability to undertake any role to which her skills are suited
- Over 28 years' experience of working in Police Staff roles for West Midlands Police
- Performs well under pressure, with the ability to meet deadlines
- A natural problem solver with the ability to engage and inspire
- Resilient and always happy to do what is required to get the job done

## Skills and Qualifications

**Managerial:** Organisation and planning, security mitigation, risk and issue management, requirement gathering and data analysis, stakeholder engagement and management, team motivation, budget management, diary co-ordination, presentation design and delivery, event planning, skilful use of Microsoft packages, coach and mentor

**Policing related:** Counter terrorism security mitigation, crime recording and analysis, duty management systems

## Career History

### 2019 – Present: Venue Liaison Officer, Operational Planning Team, West Midlands Police

- Researched, co-ordinated, prepared, distributed, reviewed and updated all key operational, business continuity and emergency planning requirements
- Updated and maintained CAD drawings/plans/maps, including venue secure fence-line and other defensible perimeters, ensuring the integrity of a clean venue
- Planned for the safety of spectators, athletes, paying customers and VIP dignitaries ensuring only ticketed or accredited people have access to venues around the city
- Responsible for communicating to over 90 planners and external partners regarding the security plan
- Delivered meetings, minutes, agendas and authored detailed reports
- Developed impactful presentations which hit the mark
- Presented confidently to senior ranks and partners
- Consulted extensively re key issues and problem solving in a complex, dynamic environment
- Collaborated with key partners to achieve the best outcome for Birmingham and keeping the city safe

### 2012 – 2019: Crimes Service Team Officer, West Midlands Police

- Responsible for maintaining the standard of crime reporting
- Took calls from officers at the scene to determine whether or not a crime had occurred
- Directly inputted crimes onto police systems ensuring the content, quality and data integrity were in line with national, force and local standards, and the Data Protection Act.
- Completed investigation logs and assessed crimes to determine further action
- Ensured all offences recorded as per Home Office regulations

## **2011 – 2012: Global Rostering Supervisor, West Midlands Police**

- Supervised the management of the Global Rostering System
- Responsible for all elements of inputting and maintaining abstractions of 7,000+ staff and maintaining day-to-day management of the system
- Advised the Senior Management Team of resilience levels and forward planning of major police events
- Supervised six staff
- Devised and implemented a new strategy for handling high volumes of emails and data, and trained staff accordingly, which lead to an organised, smooth-running office

## **1999 – 2011: Finance Officer, West Midlands Police**

- Appointed to Finance Officer after successfully completing HNC qualification in Business and Finance
- Provided a financial and administrative service to the Operational Command Unit
- Maintained the local disbursement/reimbursement account
- Responsible for inputting all overtime claims and expense claims in accordance with force policy
- Involved with the preparation of purchase orders and ensured invoices were correctly certified and processed
- Safe keyholder, responsible for securing and accounting of all movements in regards to crime and weekly banking and reconciliation audit returns to be carried out

### **Education / Professional Development and Memberships**

- 2020 – Silver Staff Officer - Major Events trained - West Midlands Police
- 2019 – Counter Terrorism/Security Threat Level trained – West Midlands Police
- 2012 – Crimes trained – West Midlands Police
- 2011 – Global Rostering System – West Midlands Police
- 2009 – Management Foundation Module –West Midlands Police
- 2009 – Finance Procurement Module – West Midlands Police
- 2008 – Juggling Work and Personal Life – West Midlands Police
- 2000 – Major Incident Information Centre Operator – West Midlands Police
- 1995 – 1998 HNC in Business and Finance – Staffordshire University
- 1989 – 8 GCSE's and O Levels – Baylis Court Girls School, Berkshire

### **IT Skills**

- Advanced in Excel, Word, Outlook, PowerPoint

### **Miscellaneous**

- Driving Licence: Full UK driving licence
- Security Clearance: Cleared to work on restricted and confidential government systems  
National security vetting clearance of Enhanced SC – valid until xxx