

OFFICE OF THE NORTHUMBRIA POLICE AND CRIME COMMISSIONER JOB DESCRIPTION

Chief of Staff and Monitoring Officer to the Northumbria Police & Crime Commissioner

JOB PURPOSE: Responsible for the strategic, operational and tactical leadership of the Office of the Police and Crime Commissioner(OPCC), to enable the effective development, support and delivery of the functions and priorities of the Police and Crime Commissioner(PCC), ensuring effective engagement with the community, key partners and stakeholders. The post holder is the statutory monitoring officer to the PCC and is required to ensure effective corporate governance and to support and advise the PCC in carrying out her statutory duties. The post-holder will carry-out the duties of the CEO as defined in the Police Reform and Social Responsibility Act.

MAIN DUTIES AND RESPONSIBILITIES:

Management and Leadership

- Provide dynamic, strategic and operational leadership and management to the OPCC including business planning, work processes, target setting and performance management, ensuring the office is responsive to the PCC's corporate aims, objectives and requirements, providing high standards of service to the public on behalf of the PCC.
- To present a professional and positive image for the OPCC and work proactively with the OPCC team to deliver the PCCs functions and identified priorities.
- Responsible for the on-going training and development of the OPCC team enabling consistent and high quality performance. To work directly to the PCC in relation to personal objectives and development.
- To ensure the effective delivery of all 'bought in' services /SLA's.

Statutory Responsibilities

- Carry out the duties of the Chief of Staff and Monitoring Officer under the Police Reform and Social Responsibility Act 2011, to enable and assist the OPCC to fulfil all its functions effectively and efficiently.
- Carry out the statutory duties and responsibilities of the Head of Paid Service and Monitoring Officer.
- Provide advice to enable the PCC to meet their statutory duties under the Police Reform and Social Responsibility Act 2011.
- To oversee the financial planning, budgetary, resourcing and asset management of the OPCC.
- In conjunction with the Chief Financial Officer ensure good governance and propriety in the conduct of the PCC's business including proper arrangements for tendering procedures, the letting of contracts and commissioning.

- To support and advise the PCC on the appointment and oversight of Chief Officers in the force.
- Ensure that the OPCC carries out its duties and responsibilities on equality and diversity in accordance with relevant legislation, promoting commitment to equality and diversity in all its functions and activities.

Strategic Role

- To provide strategic advice and guidance to the PCC and OPCC team in developing long term vision supported by appropriate strategies, policies and plans including the Police and Crime Plan and associated delivery plans. Scrutiny and Performance
- Ensure effective governance arrangements are in place for the monitoring and scrutinising of the force performance with a view to securing continuous improvement in the delivery of local policing services.
- To deal with any complaints received in relation to the Police and Crime Commissioner.
- To comply with organisational policies and procedures including Code of Conduct, Health and Safety policies and arrangements and Equalities policies.

Partnership and Commissioning

- To be the strategic lead on partnership and commissioning, developing, promoting and maintaining effective working relationships with key stakeholders, the Police and Crime Panel, politicians and external partners as required to further the aims and objectives of the PCC.
- To identify, develop and implement collaboration opportunities with partner organisations aimed at enhancing delivery of the PCC's priorities and providing value for money.
- Ensure effective engagement with the Chief Constable and all relevant force personnel in planning and managing the work of the OPCC.
- To ensure the OPCC contributes to the national consideration of issues in relation to policing and crime reduction.
- To represent the PCC as required at meetings with the local community.

To undertake any other tasks, duties or projects that may arise from time to time which are commensurate with the general level of this post and as directed by the PCC.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.

PERSON SPECIFICATION

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<i>Justifiable as necessary for safe and effective performance of the job.</i>	<i>A clear definition of the necessary criteria.</i>	<i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	<ol style="list-style-type: none"> 1. To hold a degree or equivalent in a subject relevant to the role or five years senior leadership experience. 	
Work Experience:	<ol style="list-style-type: none"> 1. To evidence previous operational experience working at a senior level within an organisation 2. Detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities. 3. Proven track record of managing change successfully and delivering improved performance and value for money. 4. Proven experience of building effective relationships with a wide range of individuals, stakeholders and partner agencies. 5. Record of translating long-term strategic ambitions into action plans and the implementation of those plans. 6. Evidence of leading equalities and diversity compliance. 	<ol style="list-style-type: none"> 2. To have an understanding of current issues within policing in England and Wales. 3. To have knowledge and expertise across the policy environment in which the Commissioner operates.

Personal / Interpersonal Skills, Aptitudes:	<ol style="list-style-type: none"> 7. Strong leadership and interpersonal skills gained in a senior management role. 8. Ability to think independently, strategically and flexibly, taking a long-term perspective. 9. Ability to assimilate complex information quickly, weigh up alternatives and make sound, timely decisions. 10. Proactive commitment to fairness and diversity and to high standards of professional conduct. 11. High standards of ethical behaviour, probity, integrity, honesty and responsibility 12. Highly developed and proven political awareness and sensitivity. 13. Highly developed skills in persuasion, influence, negotiation, management and communication. 	
Special Skills:	<ol style="list-style-type: none"> 14. Understanding of managing a department within a strict legislative framework. 15. Demonstrate experience of managing reputational risk within a political environment. 16. Have a proven track record of taking collaborative approach to achieving priorities and objectives to a successful conclusion. 	

