

AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Role Profile

JOB TITLE:	Interim Chief Executive & Monitoring Officer
REPORTS TO:	Police & Crime Commissioner (PCC)
TEAM:	Staff of the PCC – 18 FTE
SALARY:	FTE £105,849.00 pro rata for part-time/fixed term contract
TERM:	9 month fixed term contract
HOURS:	Part time
	Secondments will be accepted with written support of the employer.
	Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.
LOCATION:	Office of the Police & Crime Commissioner Police Headquarters, Valley Road, Portishead, Bristol. BS20 8JJ.

JOB DESCRIPTION

Main Purpose of the Role:

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 Chief Executive Officer (CEO) as defined by legislation relevant to the PCC.

To work with the Police and Crime Commissioner to contribute to the effective delivery of the priorities identified in the Police & Crime Plan.

To facilitate the effective and appropriate scrutiny of the Police Force's activities.

Key Working Relationships

- The Police & Crime Commissioner;
- Chief Finance Officers;
- All staff employed by the Police & Crime Commissioner;
- The Chief Constable and senior officers;
- The Police & Crime Panel;
- The community leaders, local partners and stakeholders of Avon & Somerset;
- Senior leaders in the wider policing network of the Avon & Somerset and South West region;
- Relevant government institutions, external bodies, associations and public sector strategic partners such as the Association of Police and Crime Commissioners Chief Executives, Home Office, HMICFRS, Ministry of Justice, local authorities and other offices of PCCs.

Role Specific Duties and Responsibilities:

Management and Leadership

- To ensure provision of appropriate advice to the PCC on discharging their statutory powers, duties, responsibilities, liabilities and procedures;
- To work with the PCC to agree a Police & Crime Plan with the Chief Constable and to hold the Chief accountable for its operational delivery and lead the OPCC team to deliver objectives of the plan;
- To seek and develop effective partner working with local partners and other police forces;
- To agree a budget for the Chief Constable in conjunction with the CFO and PCC;
- To lead the continued development and delivery of the OPCC team, activities and operations including commissioning services to support the delivery of the Police & Crime Plan;
- To provide clear and visible leadership and effective management to the staff of the OPCC including overall responsibility for their ongoing development and training, in order to give high quality support to the PCC in their oversight and scrutiny of the Police;
- To lead the OPCC team through PCC elections;
- To ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation, and to promote the commitment to equality and diversity in all that the OPCC does;
- In conjunction with the Chief Financial Officer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts and conduct management for PCC, DPCC and OPCC.

Statutory Responsibilities

- To discharge the duties of Chief Executive as defined by legislation relevant to the PCC so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently;
- Produce and publish an Annual Report, setting out the delivery against the Police & Crime Plan;
- To support and advise the PCC on the appointment of the Chief Constable and statutory duties relating to complaints against the Chief Constable;
- To carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer including running an efficient and effective Independent Custody Visiting Scheme;
- The Avon and Somerset Police and Crime Commissioner's Chief Executive Officer is the data controller for the purposes of the GDPR
- Responsible for ensuring the OPCC Safeguarding policy and related procedures are implemented, monitored and consistently reviewed;
- Ensure that the OPCC performs 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.

Strategy and Resource Planning

- 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 & Crime Plan and associated delivery plans;
- In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, Information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation;
- To be the strategic lead in respect of partnership working including community safety partnerships, criminal justice and health;
- To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance;
- Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force;
- To prepare the OPCC for inspection by relevant audit bodies;
- In appropriate consultation with the elected PCC develop the short, medium and long-term planning process for the future of the OPCC;
- Oversee the needs assessment process development of the Police and Crime Plan and review and monitoring of the Police and Crime Plan;
- Comply with organisational policies and procedures including Code of Conduct, Health & Safety and Equalities policies.

Partnership Working, Commissioning & Service Delivery

- 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 ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level;
- To be accountable for the performance of the OPCC in all aspects of commissioning;
- To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business;
- To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime;
- To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, and other relevant bodies, Local Government Association and other outside bodies at regional and national level.

Engagement and Information

- To deliver, review and improve performance against the Information Strategy in the areas of communication, consultation and engagement;
- To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation;
- To distil and disseminate relevant information and advice to the OPCC enabling it to challenge where appropriate the Force's strategic and financial performance;
- To support the OPCC in raising its profile and communicating its values, strategies, achievements and views and in developing and delivering its communication strategy;
- To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations;
- To develop and implement effective two-way community engagement with all sections of the community;
- To ensure effective handling of contact and complaints in relation to the PCC;
- Responsible for all transparency activity, compliant with legislation and best practice.

Scrutiny, Evaluation & Performance

- Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans;

- Develop and maintain a constructive working relationship with the Police & Crime Panel for the area;
- With the CFO, ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection;
- To oversee and ensure the effective and efficient management of complaints;
- Manage the scrutiny of Constabulary performance against the Police & Crime Plan and other delivery partner performance;
- Establish and maintain effective independent scrutiny panels e.g. Scrutiny of Police Powers, Independent Residents Panels and Out of Court Disposal Scrutiny panel.

PERSON SPECIFICATION

The Avon & Somerset Police & Crime Commissioner is looking for a person who can evidence that they have the following qualities:

1	To hold a degree or equivalent in a subject relevant to the role or operational experience at Chief Officer level.	Essential
2	Extensive track record of consistent achievement at senior management level within a complex organisation.	Essential
3	Proven track record of corporate management and participation in the formulation of corporate objectives, policies and strategies within a complex multi-disciplined organisation	Essential
4	Demonstrable and effective strategic planning expertise.	Essential
5	Experience of effective working within the democratic process and evidence of a clear understanding of the legal, financial and political workings of local government and the current social policy issues to be faced in a multi-cultural, rural and urban environment.	Essential
6	Successful track record of building effective and productive working relationships with elected Members, a variety of communities, government bodies, partner organisations, private sector providers, public agencies, statutory authorities and other stakeholders	Essential
7	Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).	Essential
8	A record of success in people, financial, commercial and resource management.	Essential
9	Analytical thinking and problem solving skills. Able to analyse and present complex issues to individuals and groups, internally and externally.	Essential
10	Successful track record of establishing effective performance	Essential

	measures evaluating service quality and delivering significant improvements in performance.	
11	Demonstrable experience of effective change management on a large and complex scale.	Essential
12	Clear understanding and track record of promoting diversity in both employment and service delivery.	Essential

You will comply with the Staff Code of Conduct as varied from time to time, it is expected that the OPCC as a public authority support the Nolan Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

The Nolan principles are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Political restriction

Please note this is a “politically restricted post” in accordance with Local Government & Housing Act 1989.