



AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Role Profile

JOB TITLE:	Chief of Staff (CEO)
REPORTS TO:	Mark Shelford, Police & Crime Commissioner (PCC)
TEAM:	Staff of the Office of the PCC (OPCC) – 26 FTE
LOCATION:	Office of the Police & Crime Commissioner (OPCC)
SALARY:	£100,000
TERM:	Permanent
HOURS:	Full time.

Due to the nature of the role, the applicants 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.

JOB DESCRIPTION

Main Purpose of the role:

Responsible for the 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 also 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 his statutory duties and exercising their statutory powers and duties.

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.

The post-holder will carry out the duties of the Chief of Staff (CEO) as defined by legislation relevant to the PCC, and of Monitoring officer ("MO").

Key Working Relationships

- The Police & Crime Commissioner;
- Chief Finance Officers – OPCC and Police;
- All staff employed by the Police & Crime Commissioner;
- The Deputy Chief Constable, police senior officer team and other key police officers and staff;
- 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:

Leadership and Police & Crime Plan

- Under the direction of and in cooperation with the PCC to develop a Police & Crime Plan. This plan is developed in consultation with the Chief Constable to ensure the PCC holds the Chief accountable for all aspects of Force performance;
- To be the lead advisor for the PCC on policy, strategy and delivery;
- To lead the OPCC team to deliver objectives of the plan;
- To build and maintain strong and effective partner working with local partners and other police forces;
- To support the PCC in setting the budget for the Chief Constable in conjunction with the CFO;
- 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 and high quality support to the PCC in their oversight and scrutiny of the Police;
- 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;
- Oversight of any conduct management for PCC, DPCC and OPCC

Strategy and Resource Planning

- In conjunction with the Chief Finance Officer 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 ensure OPCC has lead officers in place to support effective partnership working including community safety partnerships and criminal justice partners;
- To ensure that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its and the Constabulary's 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 OPCC developing the needs assessment and the Police and Crime Plan and review and monitoring of the Police and Crime Plan;

Partnership Working, Commissioning & Service Delivery

- To support the PCC in maintaining and develop effective working relationships with key stakeholders, the Police and Crime Panel, local politicians and key external partners;
- To ensure 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 assist the PCC in their appropriate contribution to the national consideration of issues concerning policing and reducing crime;
- To represent the PCC at relevant 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 ensure OPCC deliver, review and improve performance against the Information Strategy in the areas of communication, consultation and engagement;
- To undertake effective strategic needs assessments which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation;
- To ensure the PCC has an appropriate communications strategy that effectively communicates the PCC's: priorities; key initiatives; values; investments; consultations questions; strategies; achievements; and views and enables effective feedback from communities;
- To assist the PCC in 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 assist the PCC in developing and implementing effective two-way community engagement with wide sections of the community;
- Ensure OPCC operate in a transparent manner, compliant with legislation and best practice.

Scrutiny, contacts, complaints, Panels

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



- Support the PCC in developing and maintaining a constructive working relationship with the Police & Crime Panel;
- 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 ensure the OPCC have effective and efficient management of complaints against the PCC and the Chief Constable and take ownership of responses as required;
- To ensure OPCC have appropriate management of contacts to the PCC and OPCC with a focus on pragmatic customer service and identifying vulnerability;
- Support the PCC in the effective scrutiny by OPCC of Constabulary performance against the Police & Crime Plan and other delivery partner performance;
- Establish and maintain effective independent scrutiny panels as agreed with the PCC e.g. Scrutiny of Police Powers, Independent Residents Panels and Out of Court Disposal Scrutiny panel and compliance with Victims code of practice.
- Ensure the PCC and OPCC comply with organisational policies and procedures including Code of Conduct, Health & Safety and Equalities policies.

Statutory Responsibilities

- To ensure provision of appropriate advice to the PCC on discharging their statutory powers, duties, responsibilities, liabilities and procedures;
- To discharge the duties of Monitoring Officer 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 Monitoring Officer including running an efficient and effective Independent Custody Visiting Scheme and managing complaints against the Chief Constable and against the PCC;
- To be the data controller for the purposes of the GDPR for the PCC and OPCC;
- Responsible for ensuring the OPCC Safeguarding policy and related procedures are implemented, monitored and consistently reviewed;
- In conjunction with the Chief Financial Officer, to ensure compliance with standing orders and propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts;
- 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.



PERSON SPECIFICATION

The Avon & Somerset Police & Crime Commissioner is looking for individuals who can evidence that they have the following qualities/qualifications and experience:

1	To hold a degree or equivalent academic qualification(s) or demonstrate suitable work experience in an area relevant to the role(s).	Essential
2	Proven track record of consistent achievement at senior management level within a complex organisation.	Essential
3	Proven track record of developing and implementing corporate objectives, policies and strategies	Essential
4	Understanding of the democratic process and the legal, financial and political workings of an elected governance body.	Essential
5	Successful track record of building effective and productive working relationships with key stakeholders.	Essential
6	A record of success in people, financial, commercial and resource management.	Essential
7	Strong analytical thinking and problem solving skills. Able to analyse and present solutions to complex issues and communicate such solutions with staff and stakeholders internally and externally.	Essential
8	Experience of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.	Essential
9	Clear understanding and track record of promoting diversity.	Essential
10	Track record of managing relationships and partnerships across local and central government	Essential
11	Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).	Desirable

Staff Code of Conduct

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 supports the 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.

Our mission:

- We improve
- We listen
- We innovate
- We lead
- We challenge



Our vision:

Excellent victim support, better policing and fairer criminal justice services for all.

Our values:

Openness – We will always be transparent and open about the work we do, our services and how we support our communities.

Partnership – We will work with the police and key partners to provide better services to local people.

Effective and efficient – We will ensure that our actions always provide the best value for money for the taxpayer.

Courage – We are the voice of local people in policing and we will always share concerns, issues and feedback to the police and partners.

The Principles of Standards in Public Life 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. ``