

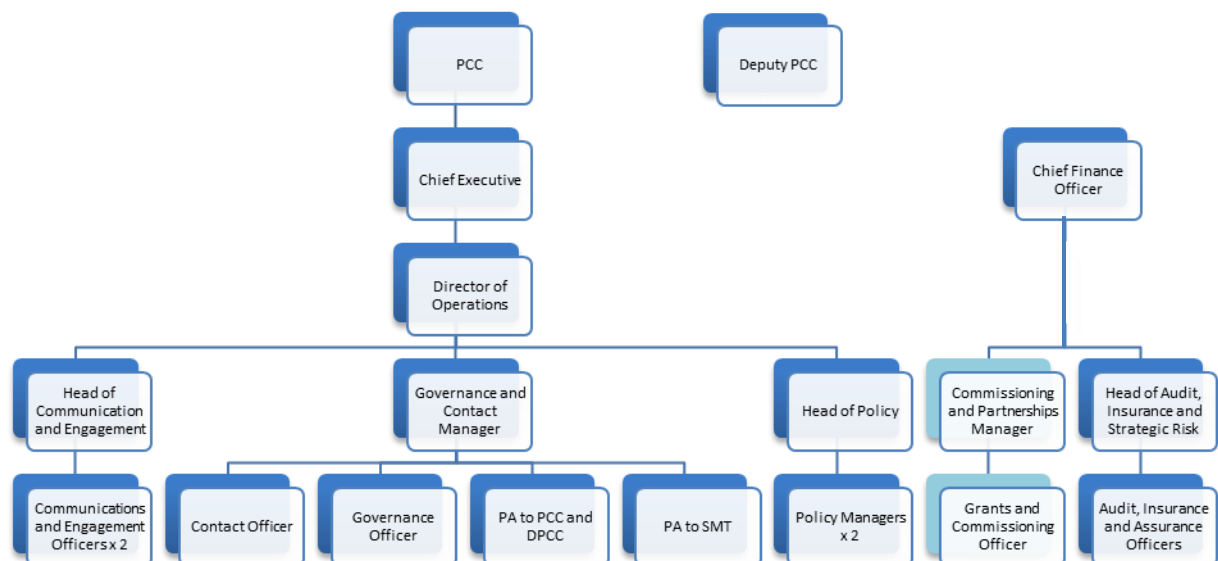
## Job Description/Person Specification

<b>Job Title:</b>	Chief Executive and Monitoring Officer
<b>Post Number:</b>	PO2016
<b>Division/Department/Section:</b>	Executive, Office of the Police and Crime Commissioner
<b>Line Manager (Name/Title &amp; Post Number)</b>	Martyn Underhill, Police and Crime Commissioner

### 1. PURPOSE

- (a) To work with the Police and Crime Commissioner (PCC) to enable delivery against the PCC's vision, strategy and identified priorities.
- (b) To provide effective operational and strategic leadership of the Office of the Police and Crime Commissioner (OPCC) and ensure the provision to the PCC of a wide range of support services encompassing commissioning and partnership, corporate and resource planning, media and communications, community engagement, policy and administrative services.
- (c) To ensure effective liaison with the Force including Chief Officers, with key local and national partners and with the Police and Crime Panel.
- (d) To facilitate effective and appropriate oversight and scrutiny of the Police Force's activities and performance.

### 2. POSITION IN THE ORGANISATION



The Chief Executive and Monitoring Officer is the Head of Paid Staff for the OPCC with responsibility for all OPCC staff roles and volunteers set out in the organisation chart above.

The post holder will have direct line management of the Director of Operations.

### 3. MAIN RESPONSIBILITIES

#### Statutory duties, Leadership and Management

- To carry out the duties of Chief Executive appointed under the Police Reform and Social Responsibility Act 2011, "the Act", to ensure that the OPCC fulfils its functions effectively and efficiently
- To be the Head of the Paid Staff as defined in Schedule 1, Paragraph 6(1)(a) of the Act
- To carry out the statutory duties of the Monitoring Officer to the PCC as defined in Schedule 16, paragraph 202(3) of the Act
- To be the lead strategic adviser to the PCC and to assist the PCC in developing a coherent and effective long term vision and strategy, ensuring the effective delivery of the Police and Crime Plan
- In conjunction with the Deputy Chief Executive, to lead the effective development and delivery of the OPCC's activities and operations
- To provide support to the PCC in respect of all aspects of their statutory responsibilities for the Chief Constable, including recruitment and selection, development and appraisal, complaints and discipline and (if required) termination
- To provide clear and visible leadership to the staff of the OPCC, and to work closely with the Deputy Chief Executive on staff ongoing personal development and training
- To support the PCC in promoting equality and diversity and ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation
- In conjunction with the Treasurer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts
- To ensure the OPCC contributes effectively to the national consideration of issues concerning policing and reducing crime.
- To represent the PCC as required at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level.

#### Strategic and Resource Planning

- To co-ordinate work and activity to draft, publish and monitor the Police and Crime Plan.
- To think strategically and guide the OPCC in developing a clear and effective long term vision and strategy, supported by appropriate policies
- In conjunction with the Treasurer, to ensure the monitoring and effective management of the financial planning, budgetary, resourcing and asset management aspects of the OPCC
- In conjunction with the Deputy Chief Executive, to develop planning processes for the future development of the OPCC and ensure effective performance monitoring is in place to review and improve its performance

#### Governance and Scrutiny

- To support the PCC in holding the Chief Constable to account for the delivery of an efficient and effective police service through the maintenance of an appropriate governance and scrutiny framework
- To ensure effective arrangements are in place to scrutinise Force performance and to monitor the efficient and effective delivery of the Police & Crime Plan and associated delivery plans
- To support the PCC in monitoring the Force's complaints handling arrangements effectively
- To ensure the provision of relevant information and advice to the PCC enabling it to challenge where appropriate the Force's strategic and financial performance.
- To engender continuous improvement and value for money in the OPCC and in the Force
- To service the effective operation of the Joint Independent Audit Committee.
- To develop and maintain a constructive working relationship with the Police & Crime Panel
- To ensure effective arrangements are in place to publish an Annual Report for consideration by the Police and Crime Panel.

### **Policy and Service Delivery**

- To ensure the provision of expert policy advice to the OPCC, including developing an evidence base and position on issues affecting policing and crime outcomes
- To ensure the development of a policy framework allowing the creation, implementation and evaluation of policies, initiatives and strategies across all areas in the Police and Crime Plan and PCC commitments
- To provide oversight of policy, legislative and other developments relevant to the work of the OPCC or Force in order to identify opportunities and likely impacts on the organisations
- To ensure the efficient and timely production of briefings, reports and advice to the Commissioner and other senior members of the OPCC as required

### **Commissioning and Income Generation**

- To ensure the development of effective commissioning and income generation strategies
- To ensure the establishment and delivery of an effective commissioning framework that delivers the vision and priorities of the PCC, the expectations set out in the Police and Crime Plan and efficient and effective services.
- To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation
- To ensure effective monitoring and scrutiny of commissioned or contracted services
- To develop and sustain effective and dynamic working relationships and collaborative opportunities with key strategic partners, including relevant public and private sector/voluntary organisations, to support the business of the Office of the PCC

### **Community Engagement, Media and Information**

- To ensure the provision of effective arrangements for community engagement, media, communications, information, data analysis and research and to oversee the development and operation of agreed strategies for community engagement, media and communications.
- To ensure the development and implementation of effective two-way community engagement with all sections of the community, encouraging the use of innovative approaches to achieve a high profile for the work and activities and plans of the PCC.
- To support the Police and Crime Commissioner in raising the PCC's profile and communicating their vision, values, activities, achievements and views.
- To keep the PCC apprised of national, regional and local developments so that they are properly advised of new obligations, opportunities and changes in strategy or policy

## **4. MAIN CONTACTS AND KEY WORKING RELATIONSHIPS**

<b>1.</b>	The Police and Crime Commissioner and Deputy Police and Crime Commissioner
<b>2.</b>	Treasurer, Director of Operations and Force Chief Officers
<b>3.</b>	All OPCC staff and relevant Force personnel
<b>4.</b>	Chief Constable, other members of the Chief Officer Command Team and other Senior Officers of the Force.
<b>5.</b>	The Police and Crime Panel and Officers supporting the panel

<b>6.</b>	PCC, Chief Executive and members of the OPCC for Devon and Cornwall, and Chief Constable other members of the Chief Officer Command Team and other Senior Officers of the Devon & Cornwall Police.
<b>7.</b>	Senior officials from national organisations and CJS partners including the Home Office, the Association of Police Authorities and Her Majesty's Inspectorate of Constabulary.
<b>8.</b>	Police and Crime Commissioners, Chief Executives and senior staff from other Offices of the PCC and local authorities.

## **5. SPECIAL CONDITIONS / ADDITIONAL INFORMATION**

The span and scope of this role are extremely wide given the post holder's responsibilities in respect of the governance and accountability arrangements encompassing strategy and resource planning, partnership working, engagement and information management and scrutiny, evaluation and performance. The activities of the Office of the PCC under the leadership of the Chief Executive are key enablers supporting the delivery of the PCC's vision and their strategic and operational priorities and the ways in which they are able to inform, engage and represent the views and interests of the communities served by the Police and Crime Commissioner for Dorset.

This is a senior post with significant responsibility for corporate governance and the overall management and leadership of the Office of the Police and Crime Commissioner, with specific responsibilities falling to the Chief Financial Officer and Director of Operations. The demands of this post may necessitate the regular working of additional hours to carry out these responsibilities, including evening and weekend working when necessary.

A full driving licence is an essential requirement for this post.

## **6. HEALTH & SAFETY TRAINING**

To satisfactorily enable you to undertake the above duties, the Force expects that you will make yourself available to undertake appropriate health and safety management training relevant to your post.

You are advised to read the Force's Health and Safety policy which will give a more in depth description of your full health and safety responsibilities.

## **7. HEALTH MONITORING**

A Health Check is provided to Chief Officers, including the Chief Executive, annually for those over 50 and bi-annually for those under 50. There is also access to the services of a consultant clinical psychologist if requested.

## **8. VETTING**

Enhanced.

## **9. POLITICALLY RESTRICTED POST**

Yes, in accordance with the Police Reform and Social Responsibility Act 2011.

## **10. TERMS OF APPOINTMENT**

This is a senior post with responsibility for the line management and direction of staff working within the Office of the Police and Crime Commissioner. The demands of this post may necessitate the working of additional hours to fulfil these responsibilities, including evening and weekend working when essential. A full driving licence is an essential requirement for this post.

- (a) The spot-rate salary will be £85,000.
- (b) Standard OPCC office hours are 8.40am to 5.00pm Monday to Thursday and 8.40am to 3.40pm on Fridays with 40 minutes for lunch each day, totalling 37 hours. Specific working hours and days will be subject to agreement with the Police and Crime Commissioner, noting section 5 above and 9(c) below.
- (c) This is a senior leadership position and the post holder will be expected to work flexibly in order to deliver the requirements of the role.
- (d) The annual leave entitlement for this post is 32 days on appointment, rising to 35 days after 5 years' continuous service.

<b>10. PERSON SPECIFICATION</b>	
<b><u>Essential</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post</b>	
<b>Criteria to be measured</b>	<b>Competencies Required</b>
<b>Criteria A</b>	<p><b>Educated to degree standard and/or appropriate professional qualification with at least five years' experience at senior management level and able to evidence a successful track record in developing and delivering strategy and improved performance in a climate of change</b></p> <p>The postholder must have extensive senior leadership experience in a complex environment at executive director, director or equivalent senior management level and must be able to demonstrate excellent organisational abilities, driven by a commitment to continuous improvement.</p>
<b>Criteria B</b>	<p><b>Highly developed strategic and analytical skills</b></p> <p>The postholder must be able to think strategically to develop strategies and plans that will deliver the Police and Crime Commissioner's vision and to develop a clear long-term direction for the Office of the PCC. They must be able to absorb complex information quickly, and must be able to analyse changing situations quickly and accurately and make effective decisions at the right time. They must also be an independent thinker, able to form their own judgements and use persuasiveness and diplomacy to achieve positive outcomes.</p>
<b>Criteria C</b>	<p><b>Excellent Leadership and Management Skills</b></p> <p>The postholder must have strong leadership and team management skills, including the ability to inspire team members and develop the potential of staff. They must possess highly developed management skills and be able to provide proactive and expert advice to the PCC.</p>
<b>Criteria D</b>	<p><b>Excellent verbal and written communication skills</b></p> <p>The postholder must be a very effective communicator able to communicate difficult ideas to people at all levels from a wide range of organisations. They must be able to present information – both verbally and written – effectively, accurately, concisely and appropriately.</p>
<b>Criteria E</b>	<p><b>A high degree of political sensitivity</b></p> <p>The postholder must be able to relate appropriately to, and command the respect of the PCC and colleagues at senior levels of the police service, Members of Parliament, the Home Office and partner organisations. They must have highly developed interpersonal skills and political awareness.</p>
<b>Criteria F</b>	<p><b>A track record of developing effective networks and good working relationships and partners and stakeholders from a wide range of organisations. A proven ability to persuade and influence</b></p> <p>The postholder must be able to develop and maintain complex relationships and partnerships with a wide range of different people from different organisations. They must be able to influence the thinking, views and decision making of a wide range of partners and stakeholders both locally, regionally and nationally.</p>

<p><b>Criteria G</b></p>	<p><b>Acts with Professionalism and Integrity</b></p> <p>The postholder must act with integrity, in line with the values, ethical standards and codes of corporate governance. They will be expected to define and reinforce the high standards of conduct required, demonstrating these personally and fostering a culture of personal responsibility. They must also demonstrate a commitment to promoting equality and diversity and ensuring the Office of the PCC fulfils its legal requirements and follows good practice in these areas.</p>
<p><b>Criteria H</b></p>	<p><b>Committed to Serving the Public</b></p> <p>The postholder must be able to demonstrate a commitment and ability to promote a real belief in public service, focusing on what matters most to the public and seeking to ensure that the expectations, needs and concerns of different people and communities are understood and addressed.</p>