



# OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

## **JOB DESCRIPTION**

<b>Post:</b>	Chief Executive	<b>Post No:</b>	TBC
<b>Grade:</b>	Hay - £77,000 – £93,000		
<b>District/Department:</b>	Office of the Police & Crime Commissioner		
<b>Location:</b>	Wymondham		
<b>Reporting to:</b>	Deputy Police & Crime Commissioner		

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To work with the Police and Crime Commissioner (PCC) and Deputy Police and Crime Commissioner (DPCC) to ensure delivery of their vision, strategy and identified priorities, to ensure the effective management of the Office of the PCC, and to raise any actual or possible contravention of law, maladministration of injustice.

Support and advise the PCC and DPCC in delivering their manifesto through the Police and Crime Plan and in undertaking their legal duties and responsibilities, to include: strategy and resource planning; partnership working, commissioning and service delivery; engagement and information management (including obtaining views of the public, media relations, research and strategic needs assessments); and scrutiny, evaluation and performance.

### **2. Main activities of the role *(This list is not exhaustive)***

- Support the PCC in developing a clear and effective long-term vision and strategy, working closely with partners and with due consideration to regulatory requirements.
- Act as strategic lead where required in respect of partnership for the PCC, developing and maintaining effective strategic partnerships with relevant organisations and representing the PCC at regional and national meetings.
- Accountable for the performance of the OPCC in all aspects of commissioning.
- Develop and implement effective two-way community engagement and consultation with all sections of the community
- Ensure a proactive working relationship with the media in order to promote the PCC's activities, raise awareness of the role, sharing good news stories, and in relation to topical issues and high profile policing operations.
- Ensure effective strategic needs assessments are undertaken to inform the development of the Police and Crime Plan and enable effective budget prioritisation.
- Deliver, review and improve performance against the PCC's information strategy in the areas of communication, consultation and engagement.
- Support the PCC by contributing to the efficient and effective delivery of the Police and Crime Plan, together with any associated delivery plans.
- Oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC.

- Support the PCC in scrutinising force performance, which will include distilling and disseminating relevant information and advice to the PCC to enable them, where appropriate, to challenge the force's strategic and financial performance.
- Ensure the effective operation of both the internal and external audit functions.
- Oversee and ensure the effective management of complaints.
- Work closely with the PCC, DPCC and Chief Constable, and support the PCC in influencing and shaping the strategic direction for the force.
- Develop and maintain a good working relationship with the Policing and Crime Panel, ensuring all appropriate information is provided on a timely basis.
- Responsibility for the management and day to day running of the Office of the PCC, to include effective management and development of all staff, and the delivery and development of the OPCC's activities and operations
- Undertake the role of Monitoring Officer to ensure that the PCC or anyone acting on the PCC's behalf, including the Chief Constable, acts lawfully and in such a way as not to constitute maladministration, which will include ensuring that decisions taken by the PCC/Chief Constable are taken with legal advice
- Any other duties that are commensurate with the role and grade as may be requested by management.

**3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within the Norfolk OPCC as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) This post is politically restricted.
- d) Appointment to this post is subject to a confirmation hearing by the Police and Crime Panel.

## **PERSON SPECIFICATION**

**Post:** Chief Executive **Post No:** TBC  
**District/Department:** Office of the Police & Crime Commissioner  
**Location:** Wymondham

### **Essential Criteria**

1. Proven ability to operate at a strategic level, identifying issues and setting priorities at an organisation-wide level
2. Experience of working within a legislative or compliance framework
3. Experience of effectively setting and managing significant budgets
4. Demonstrate a high level of communication, negotiation and presentation skills
5. Experience of successfully leading a team and developing individuals
6. Demonstrate an awareness of political structures, procedures and policies at both local and national level
7. Demonstrate the ability to develop effective working relationships with partner organisations
8. Experience of implementing community engagement and promotional activities
9. Ability to travel as required to fulfil the duties of the post
10. Ability to work outside normal office hours as required to fulfil the duties of the post

### **Desirable criteria**

1. Evidence of experience at a senior level in a public sector organisation
2. Experience of dealing with workforce issues including employee relations and organisation-wide change programmes
3. Demonstrate a good understanding of current issues within policing or Criminal Justice in England and Wales