



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Prevention | Partnership | Protection

PERSON SPECIFICATION

Area:	Office of Police & Crime Commissioner	Job Title:	Chief Executive Monitoring Officer	Weekly Hours:	37
Section:	OPCC	Scale:	SPOT SALARY	Version:	1
Post No:	PC018	Status:	Permanent	Version Date:	8/3/17

Please describe in your covering letter, with example(s) how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

<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:	1. To hold a degree or equivalent in a subject relevant to the role.	1. To hold a postgraduate qualification e.g. MBA, MSc or equivalent

Work Experience:	<ol style="list-style-type: none"> 2. To evidence previous operational experience working at Chief Officer level. 3. Detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities. 4. Proven track record of managing change successfully and delivering improved performance and value for money. 5. Proven experience of building effective relationships with a wide range of individuals, stakeholders and partner agencies. 6. Record of translating long-term strategic ambitions into action plans and the implementation of those plans. 7. 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"> 8. Strong leadership and interpersonal skills gained in a senior management role. 9. Ability to think independently, strategically and flexibly, taking a long-term perspective. 10. Ability to assimilate complex information quickly, weigh up alternatives and make sound, timely decisions. 11. Proactive commitment to fairness and diversity and to high standards of professional conduct. 12. High standards of ethical behaviour, probity, integrity, honesty and responsibility 13. Highly developed and proven political awareness and sensitivity. 14. Highly developed skills in persuasion, influence, negotiation, management and communication. 	
Special Skills:	<ol style="list-style-type: none"> 15. Understanding of managing a department within a strict legislative framework. 16. Demonstrate experience of managing reputational risk within a political environment. 17. Have a proven track record of taking collaborative approach to achieving priorities and objectives to a successful conclusion. 	



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ROLE DESCRIPTION

Job title:	Chief Executive & Monitoring Officer
Post no:	PC018
Scale:	£75,000 p.a. - Chief Officer Grade
Hours	<p>37 per week</p> <p>Due to the nature of the role, the post holder will be required to be flexible in the hours worked and their availability. It is expected that a small proportion of duties will take place during evenings and at weekends for which no additional recompense is provided.</p>
Location	Leicestershire Police Headquarters, Enderby, Leicestershire
Reports to:	Police & Crime Commissioner (PCC)
Responsible for:	Executive Director, Finance Director, Communications and Partnerships Manager
Contacts:	<p>Internal: Police and Crime Commissioner, Deputy Police and Crime Commissioner, Advisers to the Commissioner, Finance Director to the PCC, all staff of the Office of PCC, Senior staff members and officers of the Leicestershire Police</p> <p>External: Members of the Police and Crime Panel, Senior officers of Leicester City Council, Leicestershire County Council and Rutland County Council. Senior politicians and officers of District and Borough Councils within the Force area. Members of Parliament, Senior officers of other Police Forces, Senior officers of Police and Crime Commissioners both regionally and locally, APCC, NPCC, College of Policing, Home Office, CPS, Ministry of Justice, HMIC, IPCC, Local Government Association, Health bodies, Probation Service, Voluntary Sector, News media, Members of the public, Stakeholders/partners/service providers.</p>
Purpose of the role	To discharge the statutory defined duties of the Chief Executive Officer of the Police and Crime Commissioner as set out by the Police Reform and Social Responsibility Act 2011; including being the head of paid service and exercising the role of Monitoring Officer and ensuring an efficient and effective office of the PCC.

<p>Key Accountabilities</p>	<ol style="list-style-type: none"> 1. Carry out duties of Chief Executive Officer and Monitoring Officer and act as Head of Paid Staff appointed under the Police and Social Reform Act 2011. 2. To undertake the role of Monitoring Officer and notify designated officers/bodies of any illegality or maladministration in relation to the business of the Police and crime Commissioner. 3. In conjunction with the OPCC's Section 151 officer ensure propriety in the conduct of the PCC's business including appropriate governance arrangements for contracts and tendering processes, the management of strategic risk and information management. 4. Ensure PCC's compliance with the Code of Conduct and maintenance of appropriate standards 5. Ensure provision of appropriate and timely advice and briefings to the PCC. 6. To provide leadership, strategic direction, and support to the Police and Crime Commissioner in his/her statutory duty to secure an efficient and effective police service for Leicester, Leicestershire and Rutland. 7. Provide clear and visible leadership to the Office of PCC including staff development and training and work directly to the Commissioner in relation to personal objectives and development. 8. Develop and maintain external relationships at a senior executive and political level with partners, organisations and stakeholders. 9. To oversee arrangements for the appointment of Chief Constable including terms and conditions and matters relating to complaints and discipline. 10. Be the Data Controller for the OPCC. 11. Ensure the organisation fully meets its statutory and other obligations including the maintenance of formal records and processes.
<p>Strategic Accountabilities</p>	<ol style="list-style-type: none"> 12. Develop and maintain effective relationships with the Chief Constable, other members of the Command Team and the Force in general, to ensure that the PCC's statutory duties are met. 13. To engage with a wide range of stakeholders to ensure the delivery of the Police and Crime Plan and community safety programmes that meet the objectives of all partners. 14. To distill and disseminate relevant information and advice to the PCC to enable him/her to challenge, where appropriate, the Force's strategic performance. 15. To be the strategic lead for partnership working. 16. To support the PCC in ensuring that policing in Leicestershire is accountable to local people through the development and implementation of effective communication, consultation and community engagement strategies and plans. 17. Ensure the provision of an effective, co-ordinated public relations service to enhance public understanding and awareness of the role and responsibilities of the PCC. 18. To support the PCC to increase his/her influence and profile locally, regionally and nationally. 19. To establish effective working relationships at a local, regional and national level.

	<ol style="list-style-type: none"> 20. To advise the PCC and be the strategic lead for regional collaboration ensuring appropriate governance is applied. 21. To continue to strive for continuous improvement regarding efficiency and effectiveness of the Office of Police and Crime Commissioner. 22. Support the efficient and effective delivery of the Police and Crime Plan together with any associated delivery plans, including the business plans for the work of the office. 23. To develop a strong and effective relationship with the Police and Crime Panel and service its requirements to enable it to properly discharge its statutory functions. 24. Develop and maintain mechanisms for commissioning services from external organisations to meet emerging needs. 25. Ensure proper and adequate independent legal advice is obtained where appropriate. 26. Ensure that the Office of Police and Crime Commissioner performs its equalities and diversity duties and responsibilities.
Administration:	<ol style="list-style-type: none"> 27. Ensure that the PCC operates effective corporate governance and business arrangements, regularly reviewing systems and structures to deliver continuous improvement. 28. Ensure that the OPCC staffing structure, processes and procedures are reviewed and designed to facilitate the provision of effective and high quality administration services.
General	<ol style="list-style-type: none"> 29. Actively promote equality of opportunity, proactively work towards eliminating discrimination and promote good relations between all groups of people. 30. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. 31. This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities. 32. Be flexible in terms of working location and be prepared to, when required, work and travel nationally to fulfil the duties of this role.
Political Restrictions	<ul style="list-style-type: none"> • This post has been identified as being politically restricted under the Local Government and Housing Act 1989 as amended by the Local Democracy, Economic, Development and Construction Act 2009. Further guidance regarding these restrictions is contained in the Police Staff Council Terms and Conditions of Service, Section 3, 8.1, Politically Restricted Posts, accessible on the intranet, HR Website. • The post holder's freedom to act is prescribed by the appropriate statutes and regulations by which the Office of Police and Crime Commissioner is bound.

Contract Type: Permanent

Date of last Job Evaluation Exercise: N/A

Training Requirements: To be discussed with successful applicant on appointment.

PDR Activities and Behaviours:

Car User:	Yes / No	Allowance <i>{per mile / day etc}</i> :	<u>45p per mile</u>
Budgetary Management:	Yes / No	Authority to £ Value:	<u></u>
People Management:	Yes / No	Total Number & Level:	<u>17</u>

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment: Yes / No

Job Evaluation: Yes / No

Security Check Level:
(~~strikethrough~~ checks NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

development in the OPCC.