



PERSON SPECIFICATION

Area:	Office of the Police and Crime Commissioner (OPCC)	Job Title:	Engagement Officer	Weekly Hours:	37
Section:	OPCC	Scale:	5	Version:	1
Post No:	PC074	Status:	Established	Version Date:	24/4/17

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. Educated to A Level standard or equivalent, with experience of policy or engagement work in a public sector or similar organisation.	1. A related industry qualification (for example, CIPR, CIM).
Work Experience:	2. Demonstrable knowledge and experience of developing, implementing and evaluating engagement strategies. 3. Significant experience of successful community based communications activities 4. Evidence of working with consultation data, evaluating such data and developing plans to address issues.	



<p>Personal / Interpersonal Skills, Aptitudes:</p>	<ol style="list-style-type: none"> 2. The ability to analyse problems, tackling issues in a logical manner to propose and implement solutions. 3. The ability to convey information and arguments in a clear, unambiguous, logical and engaging manner. 4. The ability to work effectively in different contexts and situations, changing one's own approach in line with a changing environment 5. The ability to develop clear, structured and efficient approaches to managing workloads and delivering results 6. Strong written, oral and presentational skills 7. Work effectively within a team by contributing experience and ideas, supporting others and building productive relationships. 	<ol style="list-style-type: none"> 2. Demonstrate an understanding of and being sensitive to, the underlying culture, politics and relationships between the OPCC, OCC and strategic partners at a local, force and regional level
<p>Special Skills:</p>	<ol style="list-style-type: none"> 8. Evidence of relevant ongoing professional development 9. To hold a current driving licence. (Reasonable adjustments will be considered under the Equality Act 2010). 	<ol style="list-style-type: none"> 3. To have an understanding of the legislation under which the PCC operates.



**POLICE & CRIME
COMMISSIONER**
for Leicestershire

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ROLE DESCRIPTION

Job title:	Engagement Officer
Post no:	PC074
Scale:	Grade 5
Responsible to:	Communications and Engagement Manager
Responsible for:	No supervisory responsibility
Contacts:	Police and Crime Commissioner and his Deputy and senior staff, OPCC team, officers within Leicestershire Police, locally based partners; members of the public, community groups within the Force area, regional colleagues, criminal justice partners, business, charitable and voluntary sector organisations and key stakeholders.
Role:	<ul style="list-style-type: none"> • Working for the Communications and Engagement Manager to deliver the engagement strategy and delivery plan. • To accompany and support the Police and Crime Commissioner at engagement events and visits, evaluating such events and taking forward any actions arising. • To support and facilitate local and community engagement communications activity (both internally and externally) to help deliver the Police and Crime Plan. • To develop, implement and evaluate individual engagement events. • Deliver effective and verifiable evaluation and consultation data that provide insights for policy and strategy development.

<u>Duties</u>	<u>Responsibilities</u>
Operational:	<ol style="list-style-type: none"> 1. Attend engagement events with the Police and Crime Commissioner, and becoming the first point of contact for any communications issues that arise at such events. 2. Develop, implement and evaluate engagement plans for the OPCC 3. Facilitate the engagement activity of the OPCC with the community and key partners and stakeholders. 4. Undertake qualitative (and quantitative) research and community engagement work, and develop and deliver a programme of bespoke issue-based internal and external engagement activity in response. 5. To evaluate engagement data to inform the priorities of the Police and Crime Plan. 6. Coordinate engagement activity across the OPCC team and between the OPCC and OCC organisations to ensure consistency, corporate and



	<p>effectiveness of activity.</p> <p>7. Working with the Communications and Engagement manager and the external communications and PR company ensure all external engagement events are widely publicised.</p>
Communication:	<ul style="list-style-type: none"> • To liaise closely with the Force engagement activities to ensure no duplication between the two Corporation Soles and identify joint opportunities. • Use personal communication skills to build productive relationships with colleagues and partners.
Administration:	<ul style="list-style-type: none"> • Ability to manage and prioritise daily, weekly and monthly tasks to deliver effective campaigns with the minimum of supervision to meet deadlines. • Develop an annual engagement delivery plan to ensure all key dates are captured and opportunities identified. •
General	<ul style="list-style-type: none"> • The ability and willingness to work outside normal office hours and at weekends when required to support and deliver engagement communications activity. • Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. • This role description should develop along with the changing demands of policing • Post is identified as politically restricted

Additional Information:

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

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

Additional Information: