



PERSON SPECIFICATION

Area:	Office of Police & Crime Commissioner (OPCC)	Job Title:	Executive Director	Weekly Hours:	37
Section:	Office of Police & Crime Commissioner	Scale:	£65,000 (Spot salary)	Version:	1
Post No:	PC080	Status:	Established/Full time	Version Date:	April 2017

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:	<ol style="list-style-type: none"> To be educated to Degree level in a relevant subject, including but not restricted to, research, social policy, public administration or provide evidence of working to that level in the form of reports, research or projects previously undertaken. To hold a qualification in supervisory management. 	

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<p>Work Experience:</p>	<ol style="list-style-type: none"> 3. Demonstrate experience of advising senior leaders on a wide range of topics being mindful of political influence and achieving strategic objectives. 4. Experience of leading a governance function at a senior management level in a political environment. 5. Experience of leading, managing and motivating a team to achieve organisational goals and objectives. 6. An ability to influence across strategic/executive level stakeholders, including in a multi-agency environment. 7. Experience of advising, negotiating, influencing and making decisions at Chief Officer level, and being accountable for such decisions. 8. Demonstrate ability to direct strategic and complex projects, producing creative and innovative solutions to problems. 9. Demonstrate experience of handling confidential papers and highly sensitive information. 	<ol style="list-style-type: none"> 1. A strong level of knowledge and expertise across the policy environment in which the Commissioner operates 2. Demonstrate a thorough understanding of the political and strategic context of policing, and how this fits within strategic partnerships and the wider agenda of public sector development and reform.

<p>Personal/ Interpersonal skills/ aptitudes</p>	<p>10. Evidence of being a strong leader with experience of building, motivating and leading a highly effective multidisciplinary team.</p> <p>11. To confidently debate issues in an engaging and persuading manner, demonstrating high level relationship management and influencing skills.</p> <p>12. Ability to empower, motivate and develop staff fostering a positive organisational culture focusing on delivering improved outcomes for service users.</p> <p>13. Demonstrates personal commitment, energy and drive to get things done and work effectively under pressure.</p> <p>14. Ability to overcome and resolve key issues with internal and external stakeholders and demonstrate an ability to negotiate successfully.</p>	
<p>Special Skills:</p>	<p>15. Excellent IT skills, particularly in the use of Microsoft applications including Office, Excel, Word, Outlook and PowerPoint.</p> <p>16. Demonstrate a high level of awareness of equality and diversity issues.</p> <p>17. Be able to travel for work purposes (Reasonable adjustments within the Equality Act 2010 will be made)</p> <p>18. Be flexible to work out of office hours as required.</p>	

POLICE – STAFF**ROLE DESCRIPTION**

Job title:	Executive Director <i>(Incorporating Deputy Chief Executive and Deputy Monitoring Officer)</i>
Post no:	PC080
Scale:	£65,000 (Spot Salary)
Responsible to:	Chief Executive and Monitoring Officer
Responsible for:	Two direct line reports being the Executive Manager and the Research Officer. All staff in the executive function.
Contacts:	Police and Crime Commissioner, his Deputy and advisors, Chief Officers of the Force and other officers and staff within the Office of Chief Constable, other Police and Crime Commissioners and their staff, Chief Officers from other forces, senior managers within partner organisations and external agencies, regional colleagues, Members of Parliament, IPCC, elected members of Local Authorities, local authority officers, members of the public, Home Office officials, other police forces, internal and external legal service providers, Office of Information Commissioner, Criminal Justice agencies, Key stakeholders in the force area, Association of Police and Crime Commissioners, regional CEO's and Chief Constables, members of the public.
Role:	<p>To be the Deputy Chief Executive and Deputy Monitoring Officer and have autonomy to take decisions in those roles and be accountable for such decisions.</p> <p>To provide high level strategic advice to the Police and Crime Commissioner on a range of subjects but particularly in relation to his decision making and governance procedures.</p> <p>To strategically direct the governance and executive statutory arrangements for the Office of Police and Crime Commissioner in accordance with the Police Act 2008 and the Police Reform and Social Responsibility Act 2011 and other related legislation.</p> <p>The role impacts on the way the PCC operates and makes decisions. It has a direct impact on the reputation of the Commissioner and OPCC through the management of governance and integrity matters, including the handling of complaints against the Chief Constable.</p> <p>The governance arrangements for the OPCC are subject to external and internal audit arrangements.</p>

<u>Duties</u>	<u>Responsibilities</u>

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Operational:

1. To strategically lead the governance and executive arrangements to support the statutory oversight and scrutiny function of the Police and Crime Commissioner, ensuring that the Office of the PCC operates in line with the Police Act 2008, Police Reform and Social Responsibility Act 2011, Policing and Crime Act 2016 and all other related legislation and governance policies at all times. Including responsibility for maintaining appropriate governance in ensuring that organisational policies and procedures adhere to Good Governance Guidance and when necessary challenging inappropriate practices actions.
2. To undertake the role of Deputy Chief Executive and Deputy Monitoring Officer and in the absence of the CEO/MO have autonomy to take decisions and be accountable for those decisions. As Deputy MO bring to the PCC's attention any actual or possible contraventions of law, maladministration or injustice.
3. To provide direct advice and guidance to the Police and Crime Commissioner.
4. To advise the PCC on statutory duties under the relevant Acts including:
 - Police Reform and Social Responsibility Act 2011
 - Police Reform Act 2002
 - Policing and Crime Act 2016
 - The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012
 - The Elected Local Policing Bodies (Specified Information) (Amendment) Order 2012
 - Police Act 2008
5. To manage complaints made against the Chief Constable including: conducting severity test; risk and reputational assessments, appointing an investing officer and directing any investigation accordingly as set out in the Police (Misconduct and Complaints) Regulations 2012. To provide advice to the PCC regarding the appropriate course of action in such matters.
6. To ensure that the Corporate Governance Framework is reviewed and refreshed on an annual Basis and that the rules and regulations governing the PCC's decision making and governance processes comply with legislation and best practice.
7. Lead on the drafting of Service Level Agreements with the Force or external agencies as required, including the development of monitoring and review systems within appropriate timescales.
8. To oversee complaints and Freedom of Information requests from the public and lead on the release of information and subject access requests under the Data Protection Act. Assess the reputational risk to the PCC to ensure that the OPCC reacts and responds appropriately to contact with members of the public.
9. To lead on the appointment of Chief Constable as prescribed by the Police Reform and Social Responsibility Act 2011, displaying integrity in handling confidential information on behalf of the PCC.
10. To lead on ethics, transparency and integrity for the PCC ensuring that systems are in place to provide assurance to the PCC that Force policies and procedures are appropriate and are adhered to.

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<p>11. To lead on the PCCs statutory function in relation to complaints against the police, ensuring the PCC fulfils his responsibilities and that the PCC's future decisions resulting from changes in legislation are implemented.</p> <p>12. Manage, motivate and develop the executive team, including recruitment, individual performance management, coaching and development, and handling attendance and grievance issues in line with Force policy.</p>	
Administration:	<p>13. Ensure the executive and governance function provided to the PCC meets the needs and requirements of the office.</p>
General	<ul style="list-style-type: none">• Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.• 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 governance in a Police and Crime Commissioner led organisation.• Be flexible in terms of working location and be prepared to travel to and work temporarily at other locations within the Force area, undertaking a similar role.• Support colleagues within the OPCC as and when necessary due to increased workloads and the need to meet deadlines.• This is a politically restricted role.

Additional Information:

Security Check Level:

(strikethrough checks NOT required)

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

Additional Information:

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: _____ DATE COMPLETED: _____ REVIEWED _____
 LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED: _____

SPECIAL GROUPS OF PERSONS CONSIDERED: _____

COMPLETED BY (Risk Assessor): _____

AUTHORISED BY: _____

ASSISTED BY: _____

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood