

JOB DESCRIPTION

Title – OPERATIONS AND COMPLIANCE MANAGER



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Prevention | Partnership | Protection

Version 0.2 Date 31 March 2020

Post Number:	PC100
Grade:	SO2
Weekly Hours:	37
Department:	Office of Police and Crime Commissioner
Status:	Established
Responsible To:	Executive Director
Responsible for:	N/A
Job Role /Purpose:	<p>To be responsible for developing and maintaining the OPCCs approach to compliance and assurance including drafting, implementing and monitoring policy, procedure, systems and processes.</p> <p>To ensure regulatory and statutory compliance and to provide assurance to the Senior Management Team where this is the case providing advice on action to be taken where this is not achieved.</p> <p>To be responsible for the drafting, updating and implementing policy in relation to equality and diversity, office procedures, systems and processes, business continuity and risk management.</p>
Contacts:	Police and Crime Commissioner, his deputy and advisors, Chief Constable, other Police and Crime Commissioners and their staff, Chief Officers from other Forces, senior managers Officers of the Force of all ranks and of other Forces, Police Staff employees of the Force, senior managers within partner organisations and external agencies, regional colleagues, Home Office officials, Internal and external legal service providers, Office of the Information Commissioner, Association Of Police and Crime Commissioners
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Essential knowledge:

1. To be educated to degree level standard in a relevant subject which has included the use of English to a high standard. Such subjects to be, but not exclusive to, law, Local Authority administration, business management.
2. To hold a qualification in relation to risk management i.e., Diploma in Risk Management; Professional Risk Manager Certification (PRM) or a professional qualification in business continuity i.e. Certificate in Business Continuity; Business Continuity Management qualification or be willing to study for such a qualification. (Could include PM qualification also).

Work Experience:

3. To demonstrate the ability to draft complex written reports, based on research, proposing recommendations. To verbally present such reports to senior management and to public governance bodies.
4. To demonstrate experience of compliance audits and reviews of processes and procedures making recommendations to senior managers in the interests of efficiency and effectiveness and achieving value for money. Be responsible for implementing decisions made.
5. To demonstrate knowledge of drafting policy in relation to risk management, business continuity, data protection, health and safety, equality and diversity.
6. To demonstrate the ability to continually develop & maintain effective & efficient processes generating and evaluating ideas for operational improvements across a wide range of business areas.

Personal / Interpersonal Skills, Aptitudes:

7. To have excellent written and verbal communication skills, presenting to a variety of forums and ability to adapt presentation skills to the suit the audience.
8. To have experience of constructively challenging existing practices.
8. To have experience in a role which requires resilience whilst managing a high workload and prioritising work to meet deadlines.
9. To be able to demonstrate a proven ability to deal with confidential and sensitive material.

Special Skills:

10. Ability to interpret and assimilate detailed and complex information and make appropriate recommendations based on statutory guidance.

NOT PROTECTIVELY MARKED

11. To hold a full current driving licence * and to be able to undertake flexible working arrangements when necessary.

**Reasonable Adjustments may be made under the Equality Act 2010*

DESIRABLE CRITERIA

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

N/A

Work Experience:

1. To be able to work as part of a small team.
2. Demonstrate experience in business change management and project management.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

3. To demonstrate experience of working in a political environment.

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

To deliver the assurance and compliance function for the business of the OPCC ensuring compliance with legislation, statutory and regulatory guidance. To deliver this through an audit function of testing, reviewing and sampling to provide assurance identifying “lessons learnt” and ensuring continuous improvement.

To lead on implementing data protection requirements for the OPCC including drafting and implementing policies and processes, be responsible for maintaining the OPCC asset register and the OPCC electronic filing system.

To draft and present reports to Senior Management Team meetings on matters within the remit of the role.

To lead on Business Continuity for the OPCC – liaising with the Force for emergency planning. Highlighting areas of concern and providing senior managers with briefing notes identifying implications of any incidents and recommending actions to be taken.

To lead on risk management for the OPCC drafting appropriate policy and guidance and undertaking risk assessments as appropriate. To attend Strategic Organisational Risk Board (SORB) with the OPCC Resources Manager when appropriate updating on key issues and highlighting any areas of interest or concern.

NOT PROTECTIVELY MARKED

Lead on drafting and implementing an Equality Scheme for the OPCC delivering an action plan and reporting to the Senior Management Team on outcomes. Undertake Equality Impact Assessments on a range of business areas within the OPCC where appropriate but specifically on the PCC's statutory functions.

Lead on the administration of Police Appeals Tribunals to their conclusion, adhering to timescales and legislation. Training new staff on the processes to be followed.

Lead on OPCC IT systems and implementation. To look at systems within the OPCC and link with Force IT leads on any developments including new systems and applications.

Be the Health and Safety lead for the OPCC and attend meetings of the force Strategic Health and Safety Committee.

To lead on the development of an OPCC costed training plan capturing the skills and development needs of current staff. Report on outcomes on a quarterly basis to the Managers Meeting.

To lead on drafting other policies as and when directed.

To be responsible for drafting and updating the OPCC Operating Manual providing training to staff on processes and procedures contained within that Manual.

Communication:

To liaise with all team members and attend relevant meetings to advise on risk, business continuity, policies and procedures as appropriate.

To undertake team training sessions on matters within the remit of the role.

To liaise with all parties involved in the administration of Police Appeal Tribunals.

To draft and present reports to the Senior Management Team, the Joint Audit, Risk and Assurance Panel and the Police and Crime Panel as appropriate.

Management/Leadership:

N/A

Administration:

To lead on the administration of Police Appeal Tribunals within the legislative timeframes.

To lead on OPCC operational systems – HR System, Skype, Electronic filing system

To be responsible for reviewing and updating Service Level Agreements between the OPCC and the force.

General:

To 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 changing demands of the OPCC reflected in the OPCC objectives and priorities.

NOT PROTECTIVELY MARKED

Personal Value's / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Social responsibility

OTHER

Security Check Levels refer to vetting for the specific levels that relate to this job role:

OPCC post.

Date line manager checked vetting level needed

Car User: Yes / No - Essential / **Casual** Allowance {per mile / day etc}: [Click here to enter text.](#)

Budgetary Management: Yes / No Budget Value approximate value £ .

Additional Information: To hold a full current driving licence* and to be able to undertake flexible working arrangements when necessary.

Reasonable adjustments

[Click here to enter text.](#)

INSERT ORGANISATION CHART