



**POLICE & CRIME
COMMISSIONER**
for Leicestershire

Prevention | Partnership | Protection

PCC – STAFF

PERSON SPECIFICATION

Area:	Office of the Police and Crime Commissioner (OPCC)	Job Title:	Partnerships and Projects Manager	Weekly Hours:	37
Section:	Executive Team	Scale:	PO42	Version:	1
Post No:	PC082	Status:	Established /Full time	Version Date:	September 2017

Please describe, with example(s), in 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"> 1. Educated to degree level or have specific equivalent experience. 2. Evidence of continuous professional development. 	<ol style="list-style-type: none"> 1. To hold a PRINCE 2 or equivalent project management qualification.
Knowledge, training and work experience:	<ol style="list-style-type: none"> 3. Experience of building successful relationships with partner organisations at both operational and strategic levels. 4. Experience of successfully managing projects 5. Experience of successfully managing transformation programmes and projects. 	<ol style="list-style-type: none"> 2. Understanding the current issues which are relevant to Police and Crime Commissioners. 3. Consistently strives to achieve high quality service delivery which reflects the need of local communities.



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	<ol style="list-style-type: none">6. Experience of managing multiple work-streams7. Experience of understanding strategic aims within a complex organisation8. Minimum of 2 years' experience of working in a community safety, criminal justice, social care or health related field.9. Significant experience of implementing successful initiatives and/or services in collaboration with external partner agencies.10. Excellent written and verbal communication skills with the ability to explain complex issues to partners and stakeholders in a clear, concise and understandable way.	
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Personal / Interpersonal Skills, Aptitudes:

11. Demonstrate an ability to organise and maintain own workload through prioritising and planning
12. Proven ability to achieve results through skilled influence and negotiation.
13. Demonstrate an ability to set plans at a strategic level incorporating tight timescales and manage to successful completion
14. Demonstrate an ability to operate and achieve results through skilled influence and negotiation
15. Demonstrable ability to communicate decisions and the reasons behind them with confidence and authority.
16. Ability to review the local partnership landscape and assess the implications for existing and new relationships.



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Special Skills:

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| Special Skills: | <p>17. Ability to work within a multi-agency, and often political, operating environment.</p> <p>18. Demonstrate the ability to consider and show respect for opinions, circumstances and feelings of people regardless of age, belief, disability, gender, race, religion, or sexual orientation</p> <p>19. Maintain a tactful and professional approach and ensure that working practices are consistent</p> <p>20. Must hold a full driving licence and be prepared to use own car for business purposes (Reasonable adjustments will be made in line with Equalities Act 2010).</p> | |
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ROLE DESCRIPTION

Job title:	Partnerships and Projects Manager
Post no:	PC082
Scale:	PO42
Responsible to:	Executive Director
Responsible for:	No direct responsibility for other staff. Will line manage contracted Project Support Officers when necessary
Contacts:	Police and Crime Commissioner, his Deputy and staff within the OPCC, Chief Officers and Senior Police Officers, Heads of Force Departments, staff working on relevant projects across the Force. Relevant partners/agencies including community safety, criminal justice, health, social care, voluntary, community and social enterprise (VCSE) bodies, as well as the local community of Leicester, Leicestershire and Rutland (LLR).
Role:	<ul style="list-style-type: none">• To support the establishment, and maintenance of, effective and productive relationships between the OPCC and key partners and stakeholders in delivery of the Police and Crime Plan.• To work closely with key partners, users and providers to identify opportunities for further joint working and innovation.• To provide management for a portfolio of projects, providing guidance to project teams and ensuring communication is maintained between all stakeholders throughout the project lifecycle, ensuring all objectives are identified and met, and outcomes realised.• Where projects are tasked directly from the Police and Crime Commissioner and/or the Chief Executive to report direct to those office holders on the progress and outcome.



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<u>Duties</u>	<u>Responsibilities</u>
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Operational:

1. To co-ordinate and support the work of the Strategic Partnership Board, its Executive meeting and its sub-groups.
2. Lead, plan, co-ordinate, facilitate and monitor projects.
3. Direct and lead initiatives and supporting work streams ensuring control systems are established to map progress.
4. To pro-actively manage the quality and performance of the Partnership & Projects within the PCC Office and its products thereby ensuring supporting work-streams are delivered.
5. To work with partners lead on the co-ordination and delivery of any specific partnership development funding provided by the PCC development funding and report on outcomes achieved.
6. To represent the Office of the Police and Crime Commissioner at appropriate partnership meetings which support the delivery of the Police and Crime Plan
7. To create and maintain relationships with the local Community Safety Partnerships.
8. To maintain an up-to-date knowledge and understanding of the local partnership landscape.
9. To facilitate a culture which supports trust, confidence and co-operation between the OPCC, partners and/or service providers.
10. To support the delivery of effective governance arrangements between the OPCC and other partner agencies.
11. To identify and exploit opportunities for developing relationships with other agencies and interacting with them in a way that encourages mutually valued relationships.
12. To work closely with key partners, users, and providers to identify opportunities for further joint working and innovation.
13. Continued development of constructive relationships with existing partners at both operational and strategic levels across LLR.
14. Establishment of new working relationships with partner agencies across LLR which will facilitate the delivery of the strategic priorities with the Police and Crime Plan.
15. To undertake projects as required by the PCC, his senior officers and staff to seek continual improvement and achieve business benefits.
16. To lead in the management and co-ordination of projects by producing scoping reports, engaging with stakeholders ensuring that tasks are completed within timescales to deliver intended outcomes.
17. To ensure that corporate governance is applied to projects within the organisation.
18. To manage Project Support Officers and Support staff as appropriate.



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Communication:	<ol style="list-style-type: none">19. Continued development of constructive relationships with existing partners at both operational and strategic levels across LLR.20. Effective communication with community safety, criminal justice, health, the Voluntary, Community and Social Enterprise sector, other partners to ensure that they are engaged in promoting existing, and developing new, solutions to the priorities set out within the Police and Crime Plan.
Administration:	<ol style="list-style-type: none">21. To manage the project budget and other resources where designated/appropriate to do so22. The postholder will operate in a busy team and will therefore be expected to be largely self-sufficient, organising work and other support tasks according to broad priorities set by the Executive Director and Deputy CEO23. To chair partnership and Project board meetings in line with this role.
General	<ol style="list-style-type: none">24. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people25. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.26. This role description should develop along with the changing demands of the Office of the Police and Crime Commissioner.27. Must be flexible, willing and able to travel and work in alternative locations across Leicester, Leicestershire and Rutland as the role requires.28. This is a politically restricted role.



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Additional Information:

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

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

Additional Information:
