

JOB DESCRIPTION

Title – Reviews and Policy Officer

Version - 4

Date - 2019



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Prevention | Partnership | Protection

Post Number:	XX
Grade:	P032
Weekly Hours:	30
Department:	Office of Police and Crime Commissioner
Status:	Established
Responsible To:	Executive Director
Responsible for:	N/A
Job Role /Purpose:	To be responsible for the coordination and processing of reviews for public complaints, making recommendations to the PCC on each case for his/her decision ensuring that lessons learnt and best practice are fed back to the Force for amendments to policy and operational delivery.
Contacts:	Officers of the Force of all ranks and of other Forces, Police Staff employees of the Force, Crown Prosecution Service, Independent Police Complaints Authority, Superintendents Association, Police Federation, members of the general public, Unison and the Police and Crime Commissioner. Independent Office of Police Conduct, regional colleagues, Association of Police and Crime Commissioners, College of Policing.
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:

To be educated to degree level standard in English Language or equivalent and/or demonstrate recent experience working at a level requiring the use of English Language to that standard.

Work Experience:

To be able to demonstrate excellent communication skills (written and oral) including the ability to constructively challenge existing practices.

To demonstrate experience of writing complex reports to senior managers including the interpretation of new legislation and guidance to update existing policy.

To demonstrate an ability to undertake complex reviews of public complaint investigations including in depth knowledge and practical application of the IOPC Statutory Guidance.

To have some knowledge of the Police and Criminal Evidence Act and Police Conduct Regulations.

To have experience of dealing with/handling complaints and demonstrate a basic knowledge of a complaints system.

To demonstrate knowledge of the process to be followed for complaints against the Chief Constable.

Personal / Interpersonal Skills, Aptitudes:

To have experience of providing briefing notes for senior managers.

To have experience in a role which requires resilience whilst managing a high workload and prioritising work to meet deadlines.

To be able to demonstrate a proven ability to deal with confidential and sensitive material.

Special Skills:

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

To hold a full current driving licence. *

To be able to undertake flexible working arrangements when necessary.

Other:

N/A

**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:

In-depth knowledge of PACE, Criminal Procedure Act, Human Rights Act.

Work Experience:

To be able to work as part of a small team.

Experience of writing and presenting formal reports to executive managers with recommendations.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

CORE RESPONSIBILITIES/ ACCOUNTABILITIES**Operational:**

To handle all reviews against the outcome of public complaints against the police and make recommendations to the Police and Crime Commissioner for his/her decision on the resolution of the review.

Ensure the process for handling reviews complies with current legislation and statutory guidance.

To meet with the Police and Crime Commissioner on a regular basis to advise on all aspects of complaints and reviews.

To assist and support the handling of complaints against the Chief Constable, including the recording of and administration of resolving the complaint.

To draft OPCC policy and conduct initial risk assessments and reviews in accordance with policy.

To conduct initial risk assessments and reviews in accordance with Notifiable Associations procedure.

To write, review and administer departmental policy and procedures within the remit of the role.

Write reports for the Strategic Assurance Board on the performance of reviews and any issues arising.

To identify and progress learning issues arising from outcome of reviews.

To liaise with the Head of Professional Standards on identified performance issues for both individual police officers and the wider Leicestershire Police organisation.

To produce, on a regular basis, management performance information in relation to reviews.

Communication:

To liaise with the IOPC, Crown Prosecution Service, OPCC and other agencies regarding investigations and other relevant issues.

To have contact with appellants as appropriate during the review process of their appeal.

To liaise with the Professional Standards Department regarding issues identified which may inform force policy or procedures and to progress learning.

Management/Leadership:

N/A

Administration:

To assist with the preparation and presentation of criminal or misconduct proceedings in line with appropriate guidelines.

To lead on Police Appeal Tribunals as and when cases are received.

All administration in relation to the handling of reviews including updating the Centurion system and submitting relevant data to the IOPC.

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 policing reflected in Force objectives and priorities.

Other:

N/A

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:

1) Management Vetting (MV)

2) Security Check (SC)

3) N/A

Date line manager checked vetting level needed 26/01/2017

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:

Reasonable adjustments

[Click here to enter text.](#)

INSERT ORGANISATION CHART