



## PERSON SPECIFICATION

<b>Area:</b>	Office of the Police and Crime Commissioner (OPCC)	<b>Job Title:</b>	Head of Policy and Strategy	<b>Weekly Hours:</b>	37
<b>Section:</b>	Office of the Police and Crime Commissioner	<b>Scale:</b>	PO47	<b>Version:</b>	5
<b>Post No:</b>	PC046	<b>Status:</b>	Established	<b>Version Date:</b>	19/8/2014

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.

<b>Criteria</b> <i>Justifiable as necessary for safe and effective performance of the job.</i>	<b>Essential</b> <i>A clear definition of the necessary criteria.</i>	<b>Desirable</b> <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
<b>Education:</b>	<ol style="list-style-type: none"> <li>1. To be educated to degree level standard or with equivalent skills and knowledge.</li> <li>2. Evidence of continuous professional development.</li> <li>3. Project Management Qualification e.g. PRINCE 2 or similar.</li> </ol>	11. Post graduate management qualification.

## OPCC– STAFF

<b>Work Experience:</b>	<p>4. Demonstrate significant experience of working effectively at a senior level in a policy, public affairs or regulatory environment.</p> <p>5. Demonstrate an ability to develop in-depth understanding of legislation and to critically apply this knowledge to policy development.</p> <p>6. Demonstrate an ability to build effective internal and external stakeholder relationships including demonstrated networking and negotiation skills and the ability to manage working groups.</p> <p>7. Demonstrate an ability to research and write accessible, clear policy documents and reports for a range of audiences.</p> <p>8. Demonstrate an ability to develop strategic and operational plans</p> <p>9. Demonstrate qualitative and quantitative research skills, including evaluation.</p> <p>10. Demonstrate an ability to review, analyse and summarise key findings from a wide range of different sources – including political and social trends</p> <p>11. Demonstrate an ability to manage and direct research and to provide direction on data management and interpretation and act as a credible, informed spokesperson on policy and standards issues.</p>	<p>11. Experience of working in a strategy or policy role within central or local public sector bodies.</p>

## OPCC– STAFF

<b>Personal / Interpersonal Skills, Aptitudes:</b>	<p>12. Demonstrate excellent oral communication skills, with ability to communicate effectively at all levels of seniority, including ability to convey complex information in an accessible way.</p> <p>13. Demonstrate an ability to write and deliver presentations to different audiences.</p> <p>14. Demonstrate a proven ability to manage projects, weigh up conflicting demands and make decisions independently.</p> <p>15. Demonstrate excellent interpersonal skills with high levels of tact, diplomacy and political awareness.</p> <p>16. Demonstrate an ability to work effectively as a member of a small team.</p>	
<b>General Skills:</b>	<p>17. Demonstrate skills in proactive and creative research and analytical techniques.</p> <p>18. Demonstrate by example awareness of diversity issues appropriate to this role and the ability to respect others views.</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>	

**OPCC– STAFF****ROLE DESCRIPTION**

<b>Job title:</b>	Head of Policy and Strategy
<b>Post no:</b>	PC046
<b>Scale:</b>	PO47
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Policy and Research Officer
<b>Contacts:</b>	Police and Crime Commissioner, Policy Advisors, Chief Executive, policy and strategy managers across the public sector in local and central government , the Chief Constable’s team, partner organisations and counterparts in other offices of police and crime commissioners
<b>Role:</b>	<p>The Head of Policy &amp; Strategy provides expert evidence and policy and strategy advice to the OPCC and develops clear evidence-based policy positions on issues which may have an impact on or seek to influence from the perspective of the OPCC.</p> <p>The Head of Policy and Strategy will undertake horizon scanning, research, and will manage and oversee the development and implementation of OPCC policies and strategies in all areas covered within the Police and Crime Plan.</p>

<b><u>Duties</u></b>	<b><u>Responsibilities</u></b>
----------------------	--------------------------------

## OPCC– STAFF

<p><b>Strategy and Reporting:</b></p>	<ol style="list-style-type: none"> <li>1. To monitor policy, legislative and other developments relevant to the OPCC and identify any opportunities or implications for the organisation.</li> <li>2. To undertake research and provide background briefings and information for the PCC, Chief Executive or other Senior Managers and external organisations on request.</li> <li>3. To research and prepare responses to policy advisor feedback, external consultations, including consultations where complex policy decisions and external advice are needed.</li> <li>4. To write briefings, reports, consultation documents, papers, material for the website and other documents as required.</li> <li>5. To represent and promote the OPCC at conferences, meetings and other events.</li> <li>6. To work in collaboration to develop and maintain relationships with key stakeholders, within the force and external partners on policy matters.</li> <li>7. To lead, manage, support and motivate the Policy and Research Officer within the OPCC.</li> <li>8. To actively contribute to the OPCC Business Plan, including developing and exploring potential areas of work.</li> <li>9. To participate in national, regional and local projects relevant to Policy and Strategy.</li> <li>10. To advise the Senior Management Team of the OPCC and team members on important policy and standards issues, where appropriate.</li> </ol>
<p><b>Communication:</b></p>	<ol style="list-style-type: none"> <li>1. Consistent, intuitive and effective communication at a strategic level with internal, community safety, criminal justice, health, VCSE and other partners to ensure that they are engaged in understanding policy and strategy developments as they are formulated in response to the priorities set out within the Police and Crime Plan.</li> </ol>
<p><b>Administration:</b></p>	<ol style="list-style-type: none"> <li>2. The post holder will operate in a small team and will therefore be expected to be largely self-sufficient, organising work and other support tasks according to broad priorities set by the Chief Executive.</li> </ol>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Be flexible in terms of working location and be prepared to travel to and work from other Force locations as required by the post.</li> <li>• 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).</li> <li>• This is a politically restricted post.</li> </ul>

**OPCC– STAFF**

**Additional Information:**

Security Check Level:

(Strike through checks not applicable)

---

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
1	Working in an office environment	High/low temperatures Poor air circulation/ventilation  Inadequate lighting levels	M2  L1  M2	Relevant staff – significant part of role however no history of injury	Fans/fan heaters are provided. Pipe insulation Doors & windows can be opened. Cooled water available.  Light levels can be tested. Desk lamps are provided if required.  Consider type of lighting - natural or artificial. Ensure office lighting is at the required standard for the		

**OPCC– STAFF**

		Slips, trips & falls – wiring & other objects			working environment.  Reposition equipment to avoid trailing wires or cover loose wires with rubber protection strips. Provide sufficient storage. Keep walkways clear.		
2	Workstation – use of computer	Musculoskeletal injuries from incorrect positioning at workstation - RSI  Headaches & eye strain	L1		DSE workstation assessments are carried out for new/existing members of staff & new/existing workstations.  Proper breaks taken away from VDU		