

PERSON SPECIFICATION

Area:	Office of Police & Crime Commissioner (OPCC)	Job Title:	Governance Officer	Weekly Hours:	37
Section:	Office of Police & Crime Commissioner	Scale:	Grade 6	Version:	1
Post No:		Status:	Established / FTC	Version Date:	July 2014

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:	1. To be educated to 'A' level standard or be able to provide evidence in the form of reports, research or projects previously undertaken.	1. To possess ECDL Advanced or equivalent qualification
Work Experience:	<p>2. Demonstrate knowledge and an awareness of governance issues in a public sector organisation.</p> <p>3. Demonstrate considerable experience of successfully managing demanding and varied workloads within tight timescales.</p> <p>4. Demonstrate knowledge and experience of working within a political environment. Have awareness at all times of the need for sensitive disclosure of information and appropriate methods of communication.</p> <p>5. Demonstrate experience of working with minimum supervision, managing own workload and using initiative to resolve issues.</p>	<p>2. Have experience of working with volunteers within the public sector and have an awareness of managing volunteers to maximum effect.</p> <p>3. To have recent experience of working in a role that required a customer focussed approach.</p>

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Work Experience	<p>6. Demonstrate recent experience of case management and report writing which has included researching complex issues and liaison with others in order to make recommendations for action or to provide a full and accurate response.</p> <p>7. To demonstrate experience of handling confidential papers and sensitive information.</p> <p>8. Demonstrate high levels of self-motivation and self- initiative.</p> <p>10. Demonstrate a proactive and flexible approach to managing a busy workload in order to meet demanding deadlines.</p> <p>11. Demonstrate ability to identify areas for improvement in the interests of efficiency and effectiveness and to scope, report and implement any such proposals.</p> <p>12. Demonstrate a level of awareness of diversity issues appropriate to this role.</p>	
Personal/ Interpersonal skills/ aptitudes	<p>13. To demonstrate effective verbal and written communication skills with the ability to adapt these skills according to the audience and subject matter.</p>	<p>4. To have experience of managing relationships with a wide group of individuals to achieve an organisational objective.</p>
Special Skills:	<p>14. Demonstrate excellent IT skills, particularly in the use of Microsoft applications including Office, Excel, Work, Outlook and PowerPoint.</p> <p>15. Be able to travel for work purposes (Reasonable adjustments within the Equality Act 2010 will be made)</p>	

OPCC – STAFF**ROLE DESCRIPTION**

Job title:	Governance Officer
Post no:	
Scale:	Grade 6
Responsible to:	Head of Governance & Assurance
Responsible for:	None
Contacts:	Police officers and staff of the Force including members of the Chief Officer Team, senior managers, Members of Parliament, members of Local Authorities, local authority officers, partner agencies, members of the public, government officials, other police forces, other offices of Police and Crime Commissioners, Home Office, media, national associations supporting the work of Police and Crime Commissioners.
Role:	To manage the Independent Custody Visiting Scheme effectively and efficiently and undertake administrative duties in support of the governance and assurance matters as they affect the Office of Police and Crime Commissioner. To undertake internal and external facing duties in line with the role description as directed.
<u>Duties</u>	<u>Responsibilities</u>

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Independent Custody Visiting

1. Manage the Independent Custody Visiting Scheme (volunteers) developing policies and procedures as necessary and overseeing all aspects of the Scheme, reporting to the Head of Governance and Assurance on a regular basis.
2. Review the Independent Custody Visiting Handbook on an annual basis, amend where appropriate and reissue to relevant parties.
3. Develop relationships with custody visitors to ensure the smooth running of the Scheme and to maintain their motivation and commitment to the role.
4. Develop and monitor annual objectives and targets for the Scheme reporting to the Police and Crime Commissioner at key points throughout the year.
5. Undertake all recruitment to ICV roles at appropriate times following agreed procedures.
6. Review the Independent Custody Visiting training strategy on an annual basis and revise where appropriate.
7. Plan and organise induction training for new custody visitors and deliver relative training sessions. Plan advanced and bespoke training as and when necessary, undertaking evaluation of all training delivered.
8. Liaise with the Chief Inspector for Criminal Justice on aspects as they affect the custody suites and the service provided to detainees and to resolve issues identified by Independent Custody Visitors.
9. Liaise with the relevant ACPO officer responsible for custody as and when appropriate.
10. Maintain all records in connection with the Independent Custody Visiting Scheme providing management reports as and when required.
11. Liaise with regional colleagues for the sharing of best practice, planning of future events and identifying opportunities for collaboration.
12. Liaise with the Independent Custody Visiting Association as appropriate for advice, guidance and national and local developments.
13. Attend annual Scheme Administrators Conference and National Conference as convened by the National Association of Custody Visiting.
14. Represent the East Midlands Region on the Independent Custody Visiting Association Management Board for a three year term when that term of office resides with Leicestershire.
15. Prepare briefing notes and management information for Police and Crime Commissioner and the Head of Governance at appropriate times.
16. To lead on maintaining the Investing in Volunteers accreditation – awarded on a 3-yearly cycle.
17. Ensure the Independent Custody Visiting Scheme page on the PCC's website is updated on a regular basis and undertake all publicity, including the use of social media, to promote the work of the Scheme.
18. Draft the end of year report on the Scheme for inclusion in the Police and Crime Commissioner's annual report.
19. Draft update reports for the Strategic Assurance Board twice a year to inform and update the Commissioner and Chief Constable on the workings of the Scheme.
20. Provide monthly monitoring data to the Head of Governance and Assurance on performance of the Scheme.

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Administration :	21. Administer Police Appeals Tribunals to their conclusion. 22. Respond to correspondence to the OPCC as allocated and update the relevant case management system on actions taken. 23. Provide cover for the Personal Assistant to the Commissioner during absences. 24. Provide assistance to the Assurance Officer and PA to the Commissioner when required. 25. Provide support and assistance to the wider OPCC team at times of increased workload.
General	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. 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