



PERSON SPECIFICATION

Area:	Office of Police & Crime Commissioner (OPCC)	Job Title:	Assurance Officer	Weekly Hours:	37
Section:	Office of Police & Crime Commissioner	Scale:	Grade 6	Version:	1
Post No:	PC056	Status:	Established / FTC	Version Date:	July 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.

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>
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Education:	1.To be educated to ‘A’ level standard or provide evidence of working to that level in the form of reports, research or projects previously undertaken.	1. To possess ECDL Advanced or equivalent qualification
	2. Demonstrate knowledge and an awareness of compliance issues in a public sector organisation.	2. To have previous experience of responding to the statutory obligations placed upon public bodies.
	3. Demonstrate considerable experience of successfully managing demanding and varied workloads within tight timescales.	3. To have recent experience of working in a role that required a customer focussed approach.
	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.	

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Work Experience:	<p>5. Demonstrate experience of working with minimum supervision, managing own workload and using initiative to resolve issues.</p> <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>9. 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>10. Demonstrate a level of awareness of diversity issues appropriate to this role.</p>	
Personal/ Interpersonal skills/ aptitudes	<p>11. To demonstrate effective verbal and written communication skills with the ability to adapt these skills according to the audience and subject matter.</p>	
Special Skills:	<p>12. Demonstrate excellent IT skills, particularly in the use of Microsoft applications including Office, Excel, Work, Outlook and PowerPoint.</p> <p>13. Be able to travel for work purposes (Reasonable adjustments within the Equality Act 2010 will be made)</p>	

ROLE DESCRIPTION

Job title:	Assurance Officer
Post no:	PC056
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 and the East Midlands Legal Services Unit.
Role:	To ensure that all compliance and assurance matters are managed effectively and efficiently. To undertake internal and external facing duties in line with the role description as directed.
<u>Duties</u>	<u>Responsibilities</u>
<u>Operational:</u>	<ol style="list-style-type: none"> 1. To respond to correspondence from members of the public, partner agencies, national, regional or local enquiries and provide responses within the service standards set. Where necessary undertake research to compile responses. Where appropriate draft responses on behalf of the Police and Crime Commissioner for his/her signature. Ensure the correspondence handling system is updated on all actions taken and close cases appropriately. 2. Prepare briefing notes for the Commissioner as appropriate on a variety of issues. Scope the issues fully, gather and scrutinise evidence and information, and make appropriate recommendations for action. 3. Support the Head of Governance and Assurance on the case management of complaints against the Chief Constable. 4. Administer the process for Police Appeal Tribunals to their conclusion. 5. Prepare written briefings as required, précis complex and detailed information and/or legislation into a succinct briefing document that captures the salient points. 6. Support the Head of Governance and Assurance in the preparation and monitoring of agreed Service Level Agreements for service from the Force and from external partners or agencies. 7. To monitor and ensure full compliance with Police and Crime Commissioner's Publication Scheme ensuring the PCC website is updated regularly. Review the Scheme on a regular basis to ensure compliance with legislation. 8. Respond to Freedom of Information requests ensuring responses are provided within the statutory deadline and publication of responses on the PCC website.

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Operational:

9. Respond to 'Any Questions' on the Force intranet site in a timely manner.
10. Ensure the Police and Crime Commissioner's Equality Scheme is embedded and objectives achieved. Working with the Force Equality Unit undertake necessary consultation and engagement on the Scheme and review the Scheme on a regular basis, revising as appropriate. Ensure publication of all actions and Scheme amendments and promote the Scheme through internal and external communications.
11. To lead on Equality Impact Assessments for the OPCC in relation to the PCC's statutory publications, liaising with the Force Equality Unit as necessary.
12. Provide support on aspects of service improvement work in relation to governance and compliance matters.
13. Support, and on occasions lead on projects as allocated, scoping the work, engaging with partners where necessary and reporting on the outcome. Support the running of projects affecting the OPCC reporting to the Head of Governance as required.
14. Draft responses to national consultation documents as and when required.
15. Liaise with the Home Office, Office of the Information Commissioner, Equality and Human Rights Commission, other partners and agencies as appropriate within the remit of the role.
16. Provide a response from the Commissioner to the Home Secretary and HMIC on inspection reports for Leicestershire Police. Liaising with the Force Corporate Communications ensure that all such responses are published on the Commissioner's website.
17. Have oversight of the Commissioner's website, within the remit of the role, ensuring relevant information is published in a timely and appropriate manner.
18. To work effectively within the OPCC team to support the achievements of the PCCs objectives and delivery of the Police and Crime Plan.
19. To be the Health and Safety lead for the OPCC at quarterly meetings of FHQ Health and Safety Committee. Taking issues forward to the Committee and reporting back to the OPCC.
20. To undertake risk assessments for the OPCC in respect of changes to the OPCC operating environment and planned events held both internal and externally.

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Communication:	21. Ensure all policies, procedures and matters relating to the OPCC are relevant, up-to-date and communicated to all interested parties.
Administration:	22. Ensure publication of all the PCC's statutory publications on the PCC's website as directed. 23. Support the Governance Support Officer with any aspect of the Independent Custody Visiting Scheme as necessary. 24. Ensure a 'weeding' policy is in place for the OPCC and is compiled with by all staff members. 25. Ensure the OPCC e-filing system is fit for purpose and make necessary amendments communicating changes to all staff.
General	<ul style="list-style-type: none">• 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.• Support colleagues within the OPCC as and when necessary due to increased workloads and the need to meet deadlines.• 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