



PERSON SPECIFICATION

Area:	Office of the Police and Crime Commissioner (OPCC)	Job Title:	Performance and Evaluation Co-ordinator	Weekly Hours:	37
Section:	Office of the Police and Crime Commissioner	Scale:	PO 37	Version:	4
Post No:	PC	Status:	Established	Version Date:	29/01/15

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>
Education:	1. To be educated to degree level standard or equivalent in a subject involving research, analysis of data or statistics.	15. Project Management Qualification e.g. PRINCE2 or Project Management experience that mirrors the principles of PRINCE2.
Work Experience:	2. Demonstrate substantial experience of supporting the production and delivery of strategic plans for an organisation. 3. Demonstrate experience in an analytical environment where a routine part of the role is to undertake analysis and research work. 4. Demonstrate competence in the production of meaningful and comprehensive performance reports, for a variety of audiences, detailing the progress of an organisation (or part thereof) towards objectives. 5. Proven track record of integrating performance and finance and consultation reporting to give an overall assessment of the performance of an organisation.	16. Demonstrate experience of leading the development of strategic plans for an organisation.

	<p>6. Demonstrate an awareness and ability to apply Social Return on Investment and/or Evidence Based Policing/Partnership Working Techniques.</p>	
<p>Personal / Interpersonal Skills, Aptitudes:</p>	<p>7. Ability to provide specialist advice in relation to the performance management of commissioned services.</p> <p>8. Demonstrate an ability to communicate confidently to a variety of audiences.</p> <p>9. Demonstrate good organisational & time management skills, including consistently meeting reporting deadlines.</p>	
<p>General Skills:</p>	<p>10. Demonstrate skills in proactive and creative research and analytical techniques.</p> <p>11. Demonstrate a comprehensive working knowledge of IT software including Microsoft Word, Excel, Powerpoint.</p> <p>12. Demonstrate by example awareness of diversity issues appropriate to this role and the ability to respect others views.</p> <p>13. Maintain a tactful and professional approach and ensure that working practices are consistent.</p> <p>14. 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>	

ROLE DESCRIPTION

Job title:	Performance and Evaluation Co-ordinator
Post no:	
Scale:	PO37
Responsible to:	Chief Finance Officer
Responsible for:	None
Contacts:	Police and Crime Commissioner, Chief Executive, Head of Policy and Strategy, OPCC Commissioning Team, Office of the Chief Constable (OCC) performance analysts, partner organisations and those from whom services are commissioned, HMIC, internal and external auditors, regional and national OPCC counterparts.
Role:	<ol style="list-style-type: none"> 1. Work with Force colleagues and partners to collect, collate and analyse intelligence and data to highlight areas of performance and intelligence threat to achieving the Police and Crime Plan. 2. Provide return on investment analysis to show the impact of the services and outcomes commissioned by the PCC to the Police, partners and other service providers. 3. Create relevant and accurate performance information and analysis, which will enable the Police and Crime Commissioner to hold the Chief Constable to account against the objectives set in the Police and Crime Plan. 4. Provide scrutiny and oversight of performance data to inform the PCC of any areas of concern. 5. Co-ordinate the production of the Annual report, other reports and plans as required.

<u>Duties</u>	<u>Responsibilities</u>
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POLICE – STAFF

<p>Strategy and Reporting:</p>	<ol style="list-style-type: none">1. Provide data and intelligence, as required, for the Police and Crime Plan to incorporate emerging issues and changes in the Police and Partnership landscape.2. To apply intelligence to data collected to produce objective, comprehensive, clear and timely financial and performance reports to support the PCC in his/her duty of holding the Chief Constable to account for the performance of the Force; and for the Police and Crime Panel to hold the PCC to account.3. Working closely with the OPCC Resources Manager, support value for money analysis in respect of services and outcomes commissioned by the OPCC to the Police, partners and other service providers.4. Provide performance metrics to support the work of the OPCC Commissioning Team and improve return on investment opportunities provided by commissioned services. Where alternative service delivery and partnership options are being considered or contracts are being entered into, provide specialist advice on suitable performance measures so that well-informed contracts/service level agreements can be negotiated.5. To lead on the work with partners to produce and publish the PCC Annual report in accordance with clear timescales and legislative and local requirements.6. Provide return on investment analysis in respect of the work of the OPCC, the delivery of the Police and Crime Plan and commissioned services detailed in the commissioning framework.7. Provide a transparent and easy to understand performance framework to support the delivery of the Police and Crime Plan and utilise to report to various boards and national requirements.8. Utilise academic and other research and data to provide insight and intellectual recommendations for future commissioning and partnership working options.9. Work closely with Force and partner colleagues to identify, utilise and report on existing data for use in performance monitoring.10. To request and negotiate the delivery of performance and intelligence information, analysis and products as necessary.11. To provide Partnership Boards with relevant, complete and timely performance and financial analysis of data to inform short and medium term planning and to facilitate performance management across the commissioned and partnership services.
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Strategy and Reporting:	<ol style="list-style-type: none"> 12. To ensure that any identified performance concerns together with a range of solutions are brought to the attention of the PCC without delay. 13. To be responsible for collation and submission of statutory and ad hoc data to external agencies in connection with the objectives set by the PCC. 14. Responsible for production of other performance and planning reports, for information and/or decision making purposes, including trend and risk analysis where relevant. 15. To provide performance and financial information to colleagues within the OPCC to support the effective management of the OPCC. 16. To shape internal and external audit schedule. To advise PCC on areas of good practice and concern. To inform PCC of upcoming Inspections and inspection findings of note. 17. To lead the work on assessing, reviewing and responding where appropriate to internal force audits and HMIC inspections, ensuring alignment with the wider programme of audit work with the JARAP and Resources Manager. 18. Utilise appropriate software packages to produce reports and presentations in styles suitable for the audience to be addressed.
General	<ol style="list-style-type: none"> 1. Work effectively with colleagues in Force to ensure a consistent and considered approach to advice and support. 2. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people. 3. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. 4. This role definition will develop as the role of the PCC develops and the interfaces between structures become clearer. 5. Be flexible in terms of working location and be prepared to travel to and work from other Force locations as required by the post. 6. This is a politically restricted post.

Additional Information:

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

PDR Activities and Behaviours:

Car User:

Budgetary Management:

People Management:

Post Funding Method: _____

Owner/source of Funding: _____

Yes / No
Yes / No
Yes / No

Allowance *{per mile / day etc}*: _____

Authority to £ Value: _____

Total Number & Level: _____

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment:

Yes / No

Job Evaluation:

Yes / No

Security Check Level:

(~~strikethrough~~ checks NOT required)

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		

POLICE – 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		