



## **NORTHAMPTONSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Director Delivery</b>
<b>SCALE:</b>	PMG4
<b>SUPERVISION AND CONTROL:</b>	Chief Executive
<b>PLACE OF WORK:</b>	Commission Office, Northampton
<b>HOURS OF WORK:</b>	37

#### **PURPOSE OF THE JOB:**

To work with the Chief Executive in leading the successful delivery of the Police and Crime Plan;

To lead for the Commissioner on developing and delivering the agreed outcomes for assigned portfolios drawn from the Commissioner's Police and Crime Plan;

To cultivate a highly innovative and effective organisation, providing dynamic leadership.

#### **MAIN RESPONSIBILITIES:**

1. To lead strategically across the development and delivery of policy and practice, creating and implementing the content of the Commissioner's programme;
2. To provide high-level strategic advice to the Commissioner and the Chief Executive;
3. To lead on the development and delivery a portfolio of activity drawn from the Police and Crime Plan;
4. To develop national and international relationships for the OPCC with think tanks, academia and other key policy and practice stakeholders;
5. To deputise for the Chief Executive and to formally represent the Police and Crime Commissioner, as required.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working it may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post and in response to the operational needs of the OPCC(This role will be reviewed 6 months after implementation, in line with performance management and operational requirements.)

### **CONDITIONS OF SERVICE:**

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered.

The annual leave entitlement is 32 working days (32 working days, with an additional 5 days to reflect 5 years continuity of service).

## **PERSON SPECIFICATION**

### **ROLE SPECIFIC ESSENTIAL CRITERIA**

1. Educated to degree level or equivalent qualification or possess significant experience commensurate with the role;
2. Proven experience in leading on both policy and public involvement activity, including shaping and delivering relevant functions at a managerial level, and delivering across policy and involvement agenda in a complex and political environment;
3. Experience of programme management, developing and delivering complex programmes of change;
4. An ability to influence across strategic/executive level stakeholders, including in a multi-agency environment;
5. A strong level of knowledge and expertise across the policy environment in which the Commissioner operates.

### **GENERIC ESSENTIAL CRITERIA FOR SENIOR MANAGER**

- 1. Serving the Public**

- Demonstrate a thorough understanding of the political and strategic context of policing, and how this fits within strategic partnerships and the wider agenda of public sector development and reform.
- Demonstrate high level of communication and influencing skills with a proven ability to build relationships across the organisation and beyond.

## **2. Leading Change**

- Ability to articulate a clear vision, set strategic direction with strong networking and a high level of interpersonal skills.
- Ability to be innovative and inspirational in generating and developing new ideas.
- Significant experience of facilitating and delivering successful organisational change programmes.

## **3. Leading People**

- Experience of strategic leadership and driving culture change.
- A strong leader with experience of building, motivating and leading a highly effective multidisciplinary team.

## **4. Managing Performance**

- Experience of managing a range of services at a senior level.
- Analytical skills to convert strategic management issues into practical implementation.
- Experience of managing and setting budgets effectively to deliver a service within available resources.

## **5. Decision Making**

- Ability to produce practical and creative solutions to meet business objectives.
- Demonstrates a responsible approach to decision making, assessment and management of risk.

## **6. Professionalism**

- Demonstrates personal commitment, energy and drive to get things done.
- Ability to be flexible, respond positively to change and work effectively under pressure.

## **7. Working with others**

- Experience of successful partnership working, representing the organisation at a senior level on external bodies.
- Ability to delegate effectively and work through others to deliver organisational objectives.
- Candidates must be able to demonstrate a level of awareness of diversity issues appropriate to this role.