



OFFICE OF THE POLICE AND CRIME COMMISSIONER

JOB DESCRIPTION

JOB TITLE:	Chief Executive
SCALE:	PMG6
SUPERVISION AND CONTROL:	Police and Crime Commissioner
PLACE OF WORK:	Commission office, Northampton
HOURS OF WORK:	37

PURPOSE OF THE JOB:

To lead across the strategic coordination of the Commissioner's priorities and responsibilities, ensuring vision, engagement, delivery and communication.

To exercise the statutorily defined duties of the Chief Executive of the Office of Police and Crime Commissioner, as set out by the Police Reform and Social Responsibility Act 2011: including being the head of paid service; exercising the role of monitoring officer for the OPCC; and ensuring an efficient and effective Office of the PCC.

To represent the PCC across executive, senior stakeholder and governmental relationships. To secure effective and highly productive relationships with key partner agencies, including local government and wider public services.

To cultivate with the senior staff of the Commission a highly innovative and effective organisation, providing dynamic leadership.

MAIN RESPONSIBILITIES:

1. To lead on translating the vision of the PCC into reality, marshalling to maximum effect the skills across the Commission to deliver on strategic goals;
2. To provide high-level strategic advice to the Commissioner;
3. To communicate at an executive level with senior stakeholders within and beyond the County, forging high-level relationships, fostering strategic partnerships, influencing key investment and policy decisions and enhancing the reputation and influence of the OPCC. Ensure that the OPCC significantly contributes to national considerations concerning policing and public safety;
4. To provide leadership for the OPCC, particularly across the senior staff, developing their talent and passion to deliver together on the Commissioner's priorities;

5. To appoint, manage, motivate and develop the staff of the OPCC, and to have responsibility for advising the Commissioner on the Office structure and pay and conditions of staff;
6. To work together with the Head of Operations and Resources to shape the strategic planning of priorities and management of resources across the Commissioner's budget and programme, and in particular to drive at an executive/strategic level the Commissioner's portfolio for transformational change;
7. To exercise an overall leadership and responsibility for the corporate governance of the OPCC as the statutory policing body, ensuring legal and ethical conduct of the Commission's staff and a values-based, transparent, fair and accountable delivery of the functions of the OPCC;
8. In conjunction with the OPCC's statutory s151 officer, oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC;
9. In conjunction with the OPCC's statutory s151 officer, ensure propriety in the conduct of the Commissioner's business, including making proper arrangements and governance for contracts and tendering procedures;
10. To act as the statutory 'monitoring officer' for the OPCC;
11. To advise the Commissioner on their personnel responsibilities in respect of the Chief Constable and, in particular, on their appointment, terms and conditions of service, and matters relating to complaints and discipline;
12. To act as Assistant Commissioner, formally representing the PCC as required, and assisting the PCC in their duties locally, regionally and nationally.

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 Force and in terms of pre-planned activity to respond to the operational needs of the Commission and the Police Force. (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 with an additional 5 days after 5 years continuous 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 senior leadership experience, including in senior policy roles and in influencing executive-level decision making;
3. Experience of leading complex programmes of change, including in a multi-agency and complex, innovative environment;
4. An ability to influence across strategic/executive level stakeholders;
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 for the overall benefit of Northamptonshire Police.

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.