



JOB DESCRIPTION

Job Title:	Chief Executive and Monitoring Officer
Responsible to:	Police and Crime Commissioner
Team:	Staff of the Office of the Police and Crime Commissioner – 9
Salary:	Point 71 - 74
Hours:	37 hours per week. Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.
Location:	Office of the Police and Crime Commissioner, Police Headquarters, Glan y Don, Colwyn Bay LL29 8AW

Job Summary

- To work with the Police and Crime Commissioner to enable delivery against vision, strategy and identified priorities
- To ensure effective operational and strategic leadership of the Office of the Police & Crime Commissioner through on-going management and engagement.
- To facilitate the accurate and appropriate scrutiny of the Police Force's activities

Key Working Relationships

- The Police & Crime Commissioner and Deputy Commissioner
- Chief Finance Officers
- All staff employed by the Police & Crime Commissioner
- The Police Force, in particular the Chief Constable and senior officers
- The Police and Crime Panel
- The communities of north Wales
- The wider policing network of Wales and the north west of England
- Relevant government institutions, associations and public sector strategic partners

Key Functional, Management and Leadership Responsibilities.

- To ensure provision of appropriate advice to the Commissioner
- To lead the continued development and delivery of the OPCC activities and operations.
- To provide clear and visible leadership to the staff of the OPCC including overall responsibility for their on-going development and training, and work directly to the PCC in relation to personal objectives and development.

- To ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation, and to promote the commitment to equality and diversity in all that the OPCC does.
- In conjunction with the Chief Finance Officer, to ensure propriety in the conduct of the Commissioner's business including making proper arrangements for tendering procedures and the letting of contracts.
- To carry out the duties of Chief Executive appointed under Police Reform & Social Responsibility Act 2011 so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently.
- To carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer.

Strategy and Resource Planning

- To think strategically and guide the OPCC in developing a clear and effective long-term vision and strategy, together with appropriate policies.
- In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation.
- To be the strategic lead in respect of partnership working.
- In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC.
- To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance.
- Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force.
- To prepare the OPCC for inspection by relevant audit bodies.
- In appropriate consultation with the elected Commissioner develop the short, medium and long term planning process for the future of the OPCC.

Commissioning & Service Delivery

- To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level.
- To be accountable for the performance of the OPCC in all aspects of commissioning.
- To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business.
- To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level.

Engagement and Information

- To deliver, review and improve performance against the Information strategy in the areas of communication, consultation and engagement.
- To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation.

- To distil and disseminate relevant information and advice to the OPCC enabling it to challenge where appropriate the Force's strategic and financial performance.
- To support the OPCC in raising its profile and communicating its values, strategies, achievements and views.
- To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations.
- To develop and implement effective two-way community engagement with all sections of the community.

Scrutiny & Performance

- Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans.
- Develop and maintain a constructive working relationship with the Police & Crime Panel for the area.
- Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.
- To oversee and ensure the effective and efficient management of complaints.

PERSON SPECIFICATION

Education/Training

- Degree and/or appropriate professional qualification or demonstration of the intellectual skills associated with education to this level
- Commitment to continuous personal development
- Desirable - MBA or other post-graduate management qualification
- Desirable – a legal qualification

Skills/Competency/Knowledge

- Ability to think independently and strategically, taking a long-term perspective
- Able to command respect of officers and colleagues at all levels, both internally and externally with partners and stakeholders
- Proven leadership, inspiration skills, vision and forward thinking
- Effective ambassadorial skills – the ability to represent the Commissioner with a wide range of stakeholders and sections of the community
- Ability to initiate and develop corporate strategies and translate into effective action
- Ability to appropriately delegate actions and responsibilities, whilst ensuring that outcomes and activities of the Commissioner are not compromised.
- Highly developed and proven political awareness and sensitivity, persuasiveness, negotiation, management and personal skills
- Articulate and an effective communicator to a variety of audiences – possessing a suitably dynamic personal style that enables engagement
- Understanding and appreciation of the challenges facing policing, including the political environment of north Wales, the Force and relevant stakeholders
- Ability to balance competing needs, analysing relevant information and developing strategies and plans that will deliver the Commissioner's vision
- High level of performance management skills
- High level of literacy, numeracy, analytical skills and creative approach to problem solving
- Ability to deal with complex issues quickly and constructively

- Ability to work under pressure
- An understanding of and respect for the democratic process and how non-executive bodies operate
- An ability in effective media handling ensuring public confidence
- To have advanced knowledge of Microsoft office applications and an understanding of the web including social media
- The ability to speak Welsh is a requirement of the post
- Must hold a full UK driving licence

Experience/Track Record

- Proven experience at a senior management level
- Proven track record of managing change successfully and delivering improved performance
- Ability to oversee and monitor effectively office timelines, especially those relating to handling complaints about the chief constable as and when they occur
- Ability to assume overall responsibility for the values of the office of the police and crime commissioner
- Ensuring that all business processes are up to date and fit for purpose, and that continuous improvement is embedded in the office approach
- Proactive commitment to fairness and diversity and to high standards of professional conduct
- Record of effective partnership working, influence and delivery
- Experience of financial management at a strategic level together with successful budgetary management
- Experience of and direct involvement in corporate level policy / strategy development
- Record of translating long-term strategic ambitions into action plans and effectively manage implementation of these plans, revising and changing as necessary
- Willing and able to work outside office hours when necessary
- Relish the challenge of change, development and improvement
- Has a robust yet diplomatic style, which is capable of building consensus and lasting relationships, bringing appropriate levels of gravitas to the appointment

Key Behaviours

The competencies to be measured are listed below.

Leadership / Management

A person who uses this competency effectively leads others by giving direction and focus and provides support and motivation to reach organisational goals.

Strategic Perspective

Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future through creating effective strategies. This person has “big picture” awareness to aid the implementation of projects.

Decisiveness and Accountability

Makes decisions promptly and courageously, stands by them, follows-up on progress, expects to be held accountable, and avoids unnecessary escalation.

Communication

Conveys messages to varied audiences clearly, concisely and in a logical manner.

Negotiating and Influencing

Influences, convinces or impresses others in a way that results in acceptance, agreement or behaviour change.