



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

#### DIRECTORATE:

Office of the Police and Crime  
Commissioner (OPCC) for Merseyside  
(on behalf of Regional PCC's and  
Deputy Mayor Greater Manchester)

#### AREA/DEPT:

#### FAU:

#### SECTION:

Merseyside OPCC

#### JOB TITLE:

**REGIONAL OPCC PROGRAMME  
& POLICY MANAGER**

#### REPORTS TO:

Chief Executive Merseyside OPCC

#### CURRENT RANK/GRADE:

**H**

#### DATE:

February 2023

### 1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To lead and manage the regional Police and Crime Commissioners (PCCs) / Deputy Mayors partnerships programmes, giving high quality advice and support to all elements of collaboration, ensuring effective control, governance, scrutiny, and compliance/performance activity and realization of benefits within agreed timescales, resources and budgets. The role will ensure that statutory and constitutional compliance is achieved.

### 2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Work with regional Chief Executives / Assistant Director to develop the regional programme approach. Responsible for the development of all key programme documents throughout the whole programme ensuring effective controls are in place.
- b) Develop and lead on the coordination and strategic planning of all regional OPCC projects and programmes of work including longterm, working with regional Chief Executives and Chief Finance Officers to secure financial approvals and monitor budgets.

- c) Lead, direct and develop the work through effective engagement across regional OPCC teams including managing and directing staff where applicable to achieve priorities of regional Police and Crime Commissioners vision
- d) Overall and ongoing responsibility for management of a forward work programme which supports the Commissioners to discharge their statutory responsibilities in relation to collaborative activity to achieve the intended outcomes.
- e) Work with the Chair of the North West Regional Policing Bodies Group (NWRPBG) and North West Joint Oversight Committee (JOCC) in relation to their additional responsibilities and governance role.
- f) Identify, analyse and present management information and performance information to Commissioners and Chief Constables / Chief Officers to deliver objectives and priorities set by the PCCs and develop a system for the identification and tracking of measurable benefits to drive improvements.
- g) Identify, propose and implement developments and improvements for the mutual benefit of the Commissioners in the North West and North Wales region.
- h) Research, review, and draft processes in support of regional collaboration and develop manage, record, and retain S22 collaboration agreements ensuring accuracy and suitability and that they are fit for purpose on behalf of by Commissioners and Chief Officers
- i) Organise day to day delivery of regional collaboration reports and identify, propose, and introduce improvements to collaboration and partnership and monitor and report on policy implementation to ensure compliance and identify issues/problems.
- j) Define and maintain an integrated delivery plan and identify and resolve risks with collaboration to ensure the Commissioners meet their obligations or commitments.
- k) Identify areas of good practice, liaising closely with similar roles elsewhere to identify more effective ways of delivering a collaborative regional agenda.
- l) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- m) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing

**3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Educated to degree level or equivalent Level 6 qualification and / or with extensive experience of managing business change, governance, performance management and project management in a large and complex organization.

Experience of project management environment in order to provide oversight of individual projects and manage interdependencies.

Awareness of using IT solutions to maximise business effectiveness

Excellent negotiation, influencing/networking skills to enable effective stakeholder engagement and leading resources/project teams to influence and implement Commissioners vision

Ability to manage and develop disparate functions in a busy, dynamic environment.

Must possess strategic awareness and understand the essential strategic / environmental drivers to deliver a sustainable business model and focused high-quality service to customers and stakeholders.

Must be computer literate and proficient in Microsoft applications

Effective leadership, interpersonal and communication skills to resolve risks and issues and build trust within project teams and functions.

Knowledge of the political landscape as OPCCs operate within a complex challenging and fluctuating environment.

Experience of risk management procedures to negate operational and reputational risk

Proven ability to apply innovative problem-solving techniques to enable effective risk management and successful programme delivery

Proven ability to work collaboratively and removing any barriers to enable effective service delivery

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

#### 4. RELATIONSHIPS:

(a) *Supervisory responsibilities:*

Lead, direct and develop the work through effective engagement across regional OPCC teams to achieve priorities of Police and Crime Commissioners vision.

(b) *Supervision Received:*

The post holder is responsible to the Chief Executive Merseyside but will work and respond to requirements set by the regions Police and Crime Commissioners and Chief Executives / Assistant Director Combined Authority and is expected to be capable of exercising initiative and working with the minimum of supervision.

(c) *Other Contacts:*

(i) *Within Merseyside OPCC:*

The Police and Crime Commissioner and staff across the OPCC Merseyside

(ii) *Outside Merseyside Police:*

Regular contact with Regional PCCs/Deputy Mayor Greater Manchester, Regional Chief Constables, OPCCs, Association of Police and Crime Commissioners, Association of Police and Crime Commissioner Chief Executives, Associate Director Greater Manchester, National Police Chiefs Council, Ministry of Justice, Home Office, North West Regional Organised Crime Unit, National Police Air Service, Blue Light collaboration, external stakeholders

#### 5. CONTEXT:

(a) *Operating Environment:* (Services provided, work patterns, who are the customers).

The post holder will report directly to the Chief Executive Merseyside OPCC and work closely with Chief Executive colleagues and Police and Crime Commissioners/Deputy Mayor and Regional Chief Constables to deliver regional priorities programmes of work and policy.

The post holder will provide a service within a flexi time system working Mon to Friday however there will be a requirement to be flexible to meet deadlines due to the nature of the role.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

OPCC policies and procedures  
Police Reform and Social Responsibility Act 2011 and relevant legislation  
General Data Protection Regulations, Local and National conditions of service  
A wide range of local and national policies and developments subject to constant change

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

No direct reports however will be required to lead, direct, and develop the work as commissioned by Police and Crime Commissioners / Deputy Mayor/Chief Executives

6. **DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** Work with Chief Finance Officers within OPCC's/North West ROCU to ensure financial reports/budgets are set to ensure value for money and effective and efficient service delivery outcomes are achieved

**Staff:** The post holder is responsible for planning and scheduling activity liaising with regional OPCC staff

**Other:** Lead on the requirement to improve coordination and consistency of approach across the Region through effective programme and policy management

7. **JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

This is a newly created post that requires leadership and pro-activity to deliver on the priorities set by the Police and Crime Commissioners/Deputy Mayor responsible for ensuring scrutiny of collaborative programmes and projects set by the North West Policing Bodies Group and the JOCC.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

**This is a politically restricted post**

As the post holder will be required to work across the region (Cumbria, Cheshire, Greater Manchester, Lancashire, Merseyside, North Wales) Candidates **must be able to travel** to other locations within the region. Agile working will be considered.

Management level vetting will be required.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:  
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:  
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn