

# Office of the Police and Crime Commissioner (OPCC)

## Job Description

**The Job Title** – Chief Executive and Monitoring Officer

**The Salary and Rewards** – Graded £94,953 - £105,163 (2022 review date)

**Your contribution to the OPCC will be;**

To manage the staff and functions of the OPCC in line with values of the OPCC.

To discharge the proper duties of the Chief Executive (head of paid staff) as set out in section 4 of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011

To act as Monitoring Officer for the Office of the Police and Crime Commissioner under section 5 of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011 to (i) detect and report, in consultation with the s151 Officer on any illegality or maladministration in the business of the Office ii) deal with matters connected with the conduct of employees under the Local Government Act 2000

**Your business as usual will include;**

- To lead and manage the staff in the OPCC to ensure the provision of professional, efficient and effective high quality support to: the Commissioner in the oversight, assurance and scrutiny of Force activity; the Criminal Justice Board in improving the criminal justice system and any other body at the direction of the PCC
- Securing resources for areas of oversight and statutory responsibility including provision of Independent Custody Visitors, Audit Committee, Use of Force, and Domestic Abuse.
- To develop and drive implementation of the OPCC Delivery Plan, 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
- Ensure appropriate business continuity plans are in place and reviewed annually
- Produce an annual report on the activity of the OPCC and present to the Police and Crime Panel
- Ensure an effective Corporate Governance Framework and Scheme of Delegation exists where arrangements and systems operate to the six principles of good governance and the Nolan principles of public life
- Act as the principal contact between the Chief Constable and the OPCC developing effective relationships with the Chief Officer team and ensuring effective engagement with the Force in all areas concerning the discharge of the Office's duties, functions and powers
- In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC
- Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection
- Ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to best value delivery ensuring joint commissioning where beneficial at local, regional and national level
- Identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more efficient and effective use of resources

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- Support the Commissioner in raising the profile and communicating his ambition, values, strategies, achievements and views
- Ensure effective communication to appropriately promote the work of the OPCC and ensure joint working protocols are in place with force media team where appropriate to work together
- Ensure that the office meets all transparency requirements including publishing of decision making and expenditure
- Develop a constructive working relationship with the Police & Crime Panel and service their requirements to enable them to properly discharge their statutory responsibilities

### Our Values

We are passionate about our values and you will be too.

We thought really carefully about our values, and they are owned by everyone.

They are used as the foundation for all we do and a fundamental part of how we undertake recruitment and selection.

There is an expectation that collectively we will strive to achieve great things, enjoy our work, make one another proud, and work with the public in mind at all times.



<b>AMBITION</b>	You will demonstrate a commitment to the highest standards, best outcomes and continuous improvement for all areas of your work and the work of the OPCC.
<b>COMPASSION</b>	You will be a people person and understanding of the vulnerabilities of those we are here to support and the needs of others. You will support and provide help to your team and consider the public in all you do.
<b>ENABLING</b>	You will seek out opportunities to connect pieces of work, people, partners where you see the potential of better working together. You will embrace collaboration where it is in the interests of the public.
<b>INTEGRITY &amp; TRUST</b>	You will not be afraid to raise your views to our partners or strategic leaders and challenge where you feel we can be better individually or as a team. You will try new approaches to try and create efficiencies. You will always conduct yourself in a way that allows your team, partners and the public to trust you and demonstrate that you trust them. You will challenge where you see potential breaches in trust.

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### You Will Have;

- Substantial proven leadership experience at senior executive level
- Experience of successfully managing and developing multi-functional teams
- Experience of working at strategic level and of negotiating successful outcomes
- Experience of strategic and operational planning including change management
- Track record of working collaboratively and in partnership with diverse organisations in the public, private and voluntary sector to deliver complex projects
- Knowledge of operating within legal constraints and statutory frameworks
- Live within Humber area or daily commuting distance or willing to commit to doing so within agreed timeframe if successful
- Degree or equivalent level education or other relevant professional experience
- Excellent written and verbal communication skills
- Can successfully demonstrate the values of the OPCC

### You May Have;

- Post Graduate Degree / Qualification
- Knowledge of community safety operating environment
- Knowledge of HR practice and legislation
- Knowledge of inspection and regulator practices e.g. HMICFRS, OFSTED, CQC
- Network of contacts in the Humber sub region
- Contract and project management experience
- Knowledge of the criminal justice operating environment at local, regional and national level

Our Organisation – Our People

