



OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR
HUMBERSIDE

JOB DESCRIPTION

DEPUTY CHIEF EXECUTIVE & CHIEF FINANCE OFFICER

Name of Current Postholder:	John Bates
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Scale:	£79,790
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INTRODUCTION

This job profile is one of a series for senior officers within the Office of Police and Crime Commissioner for Humberside. The role contains the statutory functions of Chief Finance Officer and the profile contains both generic and role specific elements.

OVERALL PURPOSE (GENERIC)

Develop, implement and monitor the impact of a variety of strategies, arrangements, systems and procedures, which ensure that the Office of the Police and Crime Commissioner effectively and efficiently fulfils its statutory duties.

TASKS (GENERIC)

1. To operate as an **active member of the Secretariat's Management Team** contributing towards the strategic management and development of the Office of the Police and Crime Commissioner, and to support the work towards achieving it's aspirations.
2. To deputise for the Chief Executive in his absence.
3. To maintain a detailed understanding of emerging national policy and the operating environment, on potentially complex policing issues, implementing **a research and policy development function**, providing expert reports and briefings, to advise the Chief Executive and Commissioner, thereby influencing the strategic direction of the Office and the Force.
4. **To act as lead officer of specific areas of business** and, in conjunction with Commissioner, Chief Executive and Chief Officers, determine and set agendas, commission and quality assure reports and ensure that the conduct and outcome of meetings support the Strategic Direction of the Office of the Police and Crime Commissioner.

5. To ensure that the **arrangements** for specific areas of business are efficient and effective in discharging the statutory responsibility of an Office of the Police and Crime Commissioner, and that those arrangements are constantly reviewed and improved.
6. **To develop and maintain appropriate systems and procedures** that ensure recommendations and actions arising from the various meetings are actioned within appropriate timescales.
7. **To continually assess both the strengths and weaknesses of the Humberside Police and any risks and threats** associated with specific areas of business and then develop and implement actions, which seek to generate improvements, mitigate risks and seize opportunities so that the Force remains both efficient and effective.
8. **To analyse and co-ordinate the Office's responses in respect of reports, circulars and consultation** papers from external third party bodies such as the Home Office, CLG, Audit Commission, APA or ACPO.
9. Co-ordinate and act as the **interface with the Police Force** in respect of specific areas of business.
10. To develop effective **working relationships with the Home Office, HMIC, local partners (e.g. LSPs and CDRPs) and any other stakeholders.**

ROLE SPECIFIC RESPONSIBILITIES

1. To work with the Chief Executive in playing a crucial part in the development of the organisation; providing a clear sense of direction to ensure that the Office's goals and core values are made into a reality and operating as Chief Executive in his absence.
2. To secure the efficient and effective administration of the financial affairs of the Office of the Police and Crime Commissioner for Humberside as set out in Sections 112 and 114 of the Local Government Finance Act 1988
3. To develop arrangements with the Chief Constable's CFO for the delivery of financial services.
4. To develop financial systems to support the Commissioner in commissioning and in the administration of Crime and Disorder Reduction grants.
5. To develop strategic financial and risk management strategies and policies that ensure the Office fulfils its statutory responsibilities that ensure regularity, propriety and value for money in the use of public funds.
6. To develop the Commissioner's medium and long term financial strategy advising on its annual budget setting adding robustness of the budgets and adequacy of reserves in order to maintain financial stability.

7. To formulate an effective treasury policy and strategy and to monitor treasury management performance so as to minimise external interest costs, maximise investment returns and guard against financial loss.
8. Ensure that an annual statement of accounts for the Office of Police and Crime Commissioner and group accounts are produced providing professional guidance in respect of the preparation, inspection and publication of the financial statements including statements on governance and internal control, so as to ensure compliance with all statutory requirements.
9. To ensure the delivery of an effective internal audit function which supports financial governance requirements and controls within the Force and Office of Police and Crime Commissioner.
10. To ensure that accurate, complete and timely financial management monitoring information is provided for the Force and the Commissioner.
11. To oversee and continuously improve the efficient and effective governance and administration of the Office of the Police and Crime Commissioner for Humberside, ensuring constitutional compliance and that Commissioner and officers receive a service which meets their needs.
12. To advice on the Commissioner's efficiency planning strategy and on the application of Value for Money principles and subsequent Force implementation to assist the Commissioner in holding the Chief Constable to account for the efficient and effective financial management.
13. To develop systems and procedures in consultation with the Chief Executive that ensure the Office meets its regulatory and best practice requirements of:
 - Risk management including maintenance of risk registers
 - Health, safety and insurance for its premises and employees
 - The employment and performance of its staff
 - The maintenance of its premises
 - The safeguarding of assets
14. To act as the Office's resource manager in respect of
 - Compilation of the Office's annual budget and medium term financial plan
 - Monitoring of the spending of the Office ensuring best value,
 - Implementing of Audit recommendations relating to the Office practices and procedures,
 - Implementing a system which ensures the proper assessment of performance, training and development of staff.
15. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

KEY WORKING RELATIONSHIPS

- With the Commissioner on various forums and committees,
- With the Force's Chief Finance Officer,
- With chief officers and senior officers / managers of the Humberside Police,
- With external bodies such as the Home Office, HMIC, DCLG, National Audit Office, Audit Commission, PATS, local authorities and District Audit and other Offices of Police and Crime Commissioners.
- With senior officers and members of regional policing and other local and regional partnerships.
- With the Chief Executive to ensure management matters are reported in accordance with Standing Orders and Regulations and in line with the strategic direction of the Office.

NATURE AND SCOPE OF THE ROLE

- The impact of the postholder is key in that it will have to provide a highly professional, evidence lead, advisory and support service to the Commissioner, which enables key decisions being made.
- The postholder will be required to research, develop and implement policies, strategies and plans and actions, which respond to strengths and weaknesses of the Humberside Police as well as risks and opportunities faced by the Force.
- Good interpersonal skills including leadership, effective communication and self motivation will be critical in advising and influencing the Commissioner and negotiations and consultation with senior managers of the Force, HMIC, Home Office, Audit Commission and other agencies.

GENERAL RESPONSIBILITIES

The postholder is responsible to the Chief Executive for:-

- Ensuring that relevant committee(s) operate efficiently and effectively,
- Ensuring that the duties of Section 151 officer are undertaken on behalf of the Commissioner,
- Ensuring effective monitoring of the Force Capital Budget of £20 million and Revenue Budget of £180 million.

- Formulating and monitoring borrowing and investment strategies in connection with debt of £20 / £60 million and investments of up to £30 million.
- Monitoring balances, resources and provisions.
- Statutory responsibility to report directly to the Commissioner and to external auditors.
- Contributing to the Governance arrangements and evaluation of the Office spending of £1.4 million.

DECISION MAKING FUNCTIONS

- The postholder will work within a broad framework of duties but will work largely unsupervised. The postholder will be required to demonstrate strategic leadership, initiative and discretion and will be expected to make a variety of day to day decisions required to ensure the delivery of the responsibilities and main tasks within the job profile.

ORGANISATIONAL STRUCTURE

