

Job Title: PPPU Officer	
Job Evaluation Number	C044

JOB DESCRIPTION

Job Title: Policing Strategy Officer	Location: HQ South
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: DCI or Policing Strategy Manager	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Create, manage and maintain Policy and Guidance in support of force priorities and to improve quality of service.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Develop & maintain Crime & PVP, CJ & Local Policing Policy & Guidance by research, consultation, review & innovation in response to changes in national guidance, legislation, and Force Priorities in order to ensure that TVP is able to achieve it's aims and priorities.
2. Make tactical recommendations in relation to Policing Policy and Practice based on a sound understanding and analysis of developments in evidenced based policing, upcoming legislative changes and the wider policing, Partnership and social context.
3. Develop and maintain relationships with key stakeholders and managers (brief, challenge and advise) for the areas the job holder has been allocated, both internally and externally in order to ensure that policy and guidance is fit for purpose and effectively implemented.
4. Work closely with colleagues in Service Improvement, Change delivery and the Local Policing Department in order to embed the continuous cycle of analysis, planning, policy and practice, implementation and assessment.
5. In consultation with the Policing Strategy Manager and key stakeholders assess and agree the most appropriate method to implement and embed new policy and guidance and implement accordingly.
6. Develop an understanding and build knowledge and expertise in allocated areas of Operational Policing in support of LPAs & OCUs an in order to build and maintain the effectiveness and credibility of the Policing Strategy Unit.
7. Attend meetings and operational groups of diverse stakeholders as Policing Strategy representative, taking & progressing actions in line with unit Terms Of Reference. Undertake research and produce briefings and other products for managers at all levels in response to information requests & other requirements (including HMIC requests and in response to Inspection reports).
8. Support training design and delivery for the areas that the job holder has been allocated and developed, naturally building an enhanced level of knowledge and expertise as a result in order to support the implementation and embed new policy and guidance in Thames Valley Police.

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

The Role will be very challenging, often managing diverse workloads with defined timescales, requiring decisions which balance competing demands against priorities

The Role will require an ability to negotiate and influence and when required the confidence to challenge tasks or requests that do not fit within the unit TOR (From Operational groups for example) or that have not been triaged and agreed through Governance

The role will require the post holder to acquire a broad understanding of crime investigation and Safeguarding, Criminal Justice processes and priorities and NH Policing including early intervention and prevention, problem solving and community engagement

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Good standard of education including maths and English to GCSE level.	E
2. Numerate with a good standard of written English and an ability to write concise, accurate reports/briefing documents/plans.	E
3. Specialist/practical knowledge or experience within the 3 strands (Crime & PVP, CJ & NP&P) with evidence of continuous professional development.	E
4. A track record of effective decision making, demonstrating a good understanding of the assessment and management of risk.	E
5. Experience of delivering multiple strands of work at varying degrees of sensitivity and complexity, and an ability to plan, organise and monitor own activity in order to deliver effectively .	E
6. Proven ability to research information from a range of sources, to transform it into useful products for a range of uses (e.g. briefing documents, tactical plans, policy, and guidance) and to effectively communicate the outcome either verbally or in writing according to the needs of the target audience.	E
7. Ability to negotiate, influence and develop strong working relationships both internally and externally and at all levels.	E
8. Experience of developing and introducing evidence based solutions using a range of sources.	D
9. Knowledge of the wider criminal justice landscape.	D