

Job Title: Policy Development Officer (Policing & Performance)	
Job Evaluation Number	2021

JOB DESCRIPTION

Job Title: Policy Development Officer (Policing & Performance)	Location: HQ South
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Policy Development Manager	Band level: 4J
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: lead on policing policy development and performance reporting, to inform the PCC's service planning priorities and objectives, and development of robust performance monitoring and scrutiny arrangements in order to assist the PCC to effectively hold the Chief Constable to account on behalf of the public for actual policing service delivery.

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. Lead the analysis of Government legislation and policy initiatives concerning policing (including the associated policies of other relevant agencies); the development of the PCC's responses to consultation on such initiatives, and the implementation of the PCC's local policy initiatives in conjunction with TVP and partners.
2. Review the continued relevance of policies, priorities and objectives contained within the PCC's Police and Crime Plan, concerning policing and crime prevention/reduction, and provide advice as necessary and appropriate where changes may be necessary.
3. Lead responsibility for developing and maintaining a robust policing performance monitoring and reporting framework to support the effective oversight and scrutiny of TVP and Partners service delivery and for preparing reports to assist the PCC in discharging their responsibility for holding the Chief Constable to account.
4. Provide in depth expertise and advice to the PCC on police service performance to inform negotiations with the Chief Constable over future service priorities and plans.
5. Monitoring and scrutiny of Force collaboration performance and the production of advisory reports to inform and assist the PCC to discharge their duty to hold the Chief Constable to account for policing functions delivered under joint service arrangements.
6. Joint responsibility for the production and maintenance of the Police and Crime Plan and the Annual Report.
7. Ensuring appropriate provision of support for the effective discharge of the PCC's local, regional and national functions, e.g.:
 - communicating with and obtaining the views of the Chief Constable and other relevant stakeholders on matters pertaining to policing and crime priorities, service risks and opportunities
 - duty to explore opportunities for collaboration;
 - advising the PCC on the requirements of the Strategic Policing Requirement and how the PCC/Chief Constable can effectively discharge their duty to support its delivery
 - liaising with and responding to, on behalf of the PCC, HMIC requirements of the PCC in respect of their inspection of Force service delivery and performance, and providing the PCC with an analysis of their findings, conclusions and recommendations

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- support, as appropriate, for the PCC's role on national and regional Association of PCCs (APCC) boards and working groups, etc.

8. Providing lateral cover and support to the other Policy Development Officer within the Team and undertaking special tasks and projects work commensurate with the level of the post, as necessary and appropriate.

9. Provide resilience for Policy Development Officer (s) in periods of sickness or annual leave.

Additional comments: The post-holder may be required to attend meetings and events held outside of normal office hours, including at weekends

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:

Financial:

Policy advisor concerning the prioritised allocation, use and oversight of £390m annual revenue policing service budget (net) and capital programme planned spend of £49m over the next 3 years towards the delivery of the PCC's Police and Crime Plan priorities and objectives.

Staff:

No direct reports but responsible for the day to day tasking and supervising of the Support Officers.

Policy advisor to PCC:

Awareness and anticipation of potential stakeholder / political response to PCC's decisions and actions is a critical element of the post-holder's judgement in discharging the responsibilities of this post.

In discharging the above key result areas the post-holder may be required to engage with and represent the PCC and/or national professional associations in decision-making forums involving representatives of bodies such as:

- TVP CCMT
- APCC
- APACE
- TV Police and Crime Panel
- TV local authorities and other partners (statutory or otherwise)
- Regional PCC/Force Collaboration Boards
- Home Office (and other Government agencies, inc HMIC and the Audit Commission)
- ACPO
- National Crime Agency
- College of Policing

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.

The knowledge or skills required in the role are as follows:	E/D
1. High level knowledge and experience of performance management and monitoring arrangements, scrutiny techniques and reporting requirements.	E
2. Knowledge of policing and crime reduction policy issues, policing models and legislative requirements.	E

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3. Proven experience of advising and influencing senior management level decision-making. Is resilient and independent minded in the face of challenge.	E
4. Proven ability to research and manipulate various forms of data along with the ability to make inferences and recommendations.	E
5. Experience of communicating technical information to a non-technical audience.	E
6. Proven ability to attend and engage in meetings within a police and/or partnership environment.	E
7. Awareness and understanding of Her Majesty's Inspectorate (HMI) Force inspection practices.	D
8. Proven experience of tasking and delegating work to others.	D

Problem Solving: All role holders are confronted regularly with problems, they are presented with new or unusual situations, demands or challenges, or something has gone wrong and has to be sorted out.

The problems that have to be dealt with in carrying out this role include:

1. Strategic resource management:

The PCC is responsible for setting the policing, community safety and crime priorities for the Force area and allocating resources to priorities accordingly. The PCC is faced with taking such decisions against significant future reductions in funding; the post-holder has the task on advising the PCC how to optimise the use of a reduced level of resources and maximise service delivery against his/her priorities.

This will require an experienced approach to advising the PCC on:

- Policing and crime reduction services that are under-performing and, therefore, represent areas to be prioritised for improved delivery and value for money;
- police and crime reduction services that represent a relatively lower priority and, therefore, present an opportunity for reduced investment and re-allocation of released resources to invest in higher priority areas,
- the police and crime reduction performance targets and measures as part of an annual refresh of the Police & Crime Plan for PCC service planning purposes.

2. The role of a 'Police and Crime Commissioner' (PCC) was introduced in November 2012. The role is therefore new and working practices, at a local, regional and national level, are still evolving and may change every 4 years when PCC elections are held.

The post-holder will therefore have to be flexible and innovative in responding to the unique (and evolving) priorities, requirements and expectations of both current and future PCCs when guiding them through inevitably 'novel' decision-making processes.

Planning: Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

The role involves the following planning activities:

1. The PCC has specific statutory responsibilities that involve careful planning and timetables, e.g.

Five Yearly: Police and Crime Plan, incorporating service objectives and relevant performance measures

Annual: Annual Report of the PCC, incorporating performance data, and review of the Police and Crime Plan and Partnership plans

Quarterly: Monitoring, scrutiny and reporting of TVP policing service performance, as a means of enabling the PCC to hold the Chief Constable to account.

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2. Inherent uncertainty associated with political aspects of the role of the PCC (e.g. responding to local and national political party issues and policy initiatives).

Freedom to Act: Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

The degree to which the role provides freedom to act is as follows:

1. The post-holder will be expected to exercise a high degree of independent, unsupervised, analysis of policy initiatives, options and service implications, and preparation of advice to the PCC.

Interpersonal skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:

1. Credibility in developing and promoting relevant service policies and priorities, both internally (to PCC and OPCC staff) and to professional partners (e.g. TVP).

2. Influence over decision-making of PCC and TVP.

3. Development of technical and professional knowledge and capability of staff.

Communicating: Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

The role involves communicating to people as follows:

1. Communication of technical information.

2. Acting as an advocate of complex proposals and arguments for policy development and decision-making purposes.

3. Written, oral and presentation skills to senior OPCC and TVP staff, and possibly Government / HMIC personnel.