

Job Title: Policy Development Officer (Partnerships & Commissioning)	
Job Evaluation Number	2020

## JOB DESCRIPTION

<b>Job Title:</b> Policy Development Officer (Partnerships & Commissioning)	<b>Location:</b> HQ South
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Policy Development Manager	<b>Band level:</b> 4J
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** lead the OPCC's engagement, policy development, service planning and commissioning activities, and coordinate the preparation and production of the PCC's Police and Crime Plan and Annual Report in consultation with key stakeholders.

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 (including the associated policies of other relevant agencies) concerning community safety, crime prevention and criminal justice matters; 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 relevant partners and stakeholders.
2. Review the continued relevance of policies, priorities and objectives contained within the PCC's Police and Crime Plan, concerning community safety, crime prevention/reduction criminal justice matters, and provide advice as necessary and appropriate where changes may be necessary.
3. Supporting the development and maintenance of a robust partnership performance monitoring and reporting framework to support the effective oversight and scrutiny of service delivery, and for preparing reports to assist the PCC in discharging their responsibility for accounting for the use of funds allocated to partners and the value for money of services delivered to the public.
4. Provide in depth expertise and advice to the PCC on partners' service performance to inform negotiations over future service priorities, shared objectives and plans.
5. Joint responsibility for the production and maintenance of the PCC's Police and Crime Plan and Annual Report.
6. Support the development, implementation and review of the PCC's victims and witnesses service commissioning and procurement arrangements to provide an integrated system of victim services across Thames Valley
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 communities of the Thames Valley; victims and witnesses, and other relevant stakeholders on matters pertaining to policing, crime and community safety priorities, service risks and opportunities
  - liaising with and responding to partners, on behalf of the PCC, in respect of their service priorities and plans, delivery performance, and providing the PCC with an analysis of relevant findings, conclusions and recommendations
  - support, as appropriate, for the PCC's role on national and regional Association of PCCs (APCC) boards and working groups, etc.

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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.

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:**

Strategic advisor concerning the prioritised allocation, use and oversight of £4m annual revenue service commissioning budget (net) 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
- TV Police and Crime Panel
- TV local authorities, community safety partnerships 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
- Victims and Witnesses
- Voluntary and 3<sup>rd</sup> Sector commissioning partners

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

**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.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Knowledge of policing, crime and community safety policy issues, commissioning and legislative requirements.	E
2. Knowledge and experience of performance monitoring arrangements, and reporting arrangements.	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 the legislative framework applicable to statutory partners.	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 what:

- Policing and crime reduction services that are under-performing and, therefore, represent areas to be prioritised for improved delivery and value for money;
- Policing 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

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Quarterly: Monitoring, scrutiny and reporting of partners' service performance, as a means of enabling the PCC to account for funds allocated to partners and demonstrate value for money in the use of public funds.

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 partners (e.g. local authorities; community safety partnerships).

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 / partners' personnel.