

JOB DESCRIPTION

Job Title: Chief of Staff (PCC)	Location: HQ South
Job Family: Business Support	Role Profile Title: Senior Manager
Reports To: Police & Crime Commissioner	Band level: SMG
Staff Responsibilities (direct line management of): Chief Finance Officer & Deputy Chief of Staff, Governance Manager, Head of Victims Services, Head of Partnerships & Community Safety.	

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

The overall purpose of the role is to: be responsible for the leadership of the Office of the Police and Crime Commissioner (OPCC), to enable the effective development, support and delivery of the functions and priorities of the Police and Crime Commissioner (PCC), ensuring effective engagement with the community, key partners and stakeholders.

The post holder is also the statutory monitoring officer to the PCC and is required to ensure effective corporate governance and to support and advise the PCC in carrying out statutory duties and exercising their statutory powers and duties.

Work with the Police and Crime Commissioner to contribute to the effective delivery of the priorities identified in the Police & Crime Plan.

Facilitate the effective and appropriate scrutiny of the Police Force's activities.

The post-holder will carry out the duties of the Chief of Staff (CEO) as defined by legislation relevant to the PCC, and of Monitoring officer (MO).

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. **Leadership and Police & Crime Plan**

- Under the direction of and in cooperation with the PCC to develop a Police & Criminal Justice Plan. This plan is developed in consultation with the Chief Constable to ensure the PCC holds the Chief Constable accountable for all aspects of Force performance;
- Be the lead advisor for the PCC on policy, strategy and delivery;
- Lead the OPCC team to deliver objectives of the plan;
- Build and maintain strong and effective partnership working with local partners and other police forces;
- Support the PCC in setting the budget for Thames Valley Police, in conjunction with the Chief Finance Officer (CFO);
- Lead the continued development and delivery of the OPCC team, activities and operations including commissioning services to support the delivery of the Police & Criminal Justice Plan and high quality support to the PCC in their oversight and scrutiny of the Force;
- Ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation, and to promote the commitment to equality and diversity in all that the OPCC does;
- Oversight of any conduct management for PCC, DPCC and OPCC.

2. Strategy and Resource Planning

- In conjunction with the CFO to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, learning and development ensuring that the OPCC is compliant with current employment legislation;
- Ensure OPCC has lead officers in place to support effective partnership working including community safety partnerships and criminal justice partners;
- Ensure that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its and the Force's performance;
- Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force;
- Prepare the OPCC for inspection by relevant audit bodies;
- In appropriate consultation with the elected PCC develop the short, medium and long-term planning process for the future of the OPCC;
- Oversee the OPCC developing the Police and Criminal Justice Plan and review and monitoring of the Police and Criminal Justice Plan.

3. Partnership Working, Commissioning & Service Delivery

- Support the PCC in maintaining and develop effective working relationships with key stakeholders, the Police and Crime Panel, local politicians and key external partners;
- Ensure effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level;
- Assist the PCC in their appropriate contribution to the national consideration of issues concerning policing and reducing crime;
- Represent the PCC at relevant meetings with the Home Office, Her Majesty's Inspector of Constabulary, and other relevant bodies, Local Government Association and other outside bodies at regional and national level.

4. Engagement and Information

- Ensure OPCC deliver, review and improve performance against Strategic Delivery Plan;
- Undertake effective strategic needs assessments which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation;
- Ensure the PCC has an appropriate communications strategy that effectively communicates the PCC's: priorities; key initiatives; values; investments; consultation questions; strategies; achievements; and views and enables effective feedback from communities;
- Assist the PCC in developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations;
- Assist the PCC in developing and implementing effective two-way community engagement with wide sections of the community;
- Ensure the OPCC operates in a transparent manner, compliant with legislation and best practice.

5. Scrutiny, contacts, complaints, Panels

- Ensure OPCC contribute to the efficient and effective delivery of the Police & Criminal Justice Plan, together with any associated delivery plans;
- Support the PCC in developing and maintaining a constructive working relationship with the Police & Crime Panel;
- With the CFO, 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 Joint Independent Audit Committee operates efficiently and effectively, including recruitment of new members as and when appropriate
- Ensure the OPCC have effective and efficient management of complaints against the PCC and the Chief Constable and take ownership of responses as required;
- Ensure OPCC have appropriate management of contacts to the PCC and OPCC with a focus on pragmatic customers service and identifying vulnerability;
- Support the PCC in the effective scrutiny by OPCC of Force performance against the Police & Criminal Justice Plan and other delivery partner performance;
- Establish and maintain effective independent scrutiny panels as agreed with the PCC e.g. Professional & Ethical Standards Panel and compliance with Victims code of practice;
- Ensure the PCC and OPCC comply with organisational policies and procedures including Code of Conduct, Health & Safety and Equalities policies.

6. Statutory Responsibilities

- Ensure provision of appropriate advice to the PCC on discharging their statutory powers, duties, responsibilities, liabilities and procedures;
- Discharge the duties of Monitoring Officer as defined by legislation relevant to the PCC so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently;
- Produce and publish an Annual Report, setting out the delivery against the Police & Criminal Justice Plan;
- Support and advise the PCC on the appointment of the Chief Constable and statutory duties relating to complaints against the Chief Constable;
- Carry out the statutory duties and responsibilities of the Monitoring Officer including running an efficient and effective Independent Custody Visiting Scheme and managing complaints against the Chief Constable and against the PCC;
- Responsible for ensuring the OPCC Safeguarding policy and related procedures are implemented, monitored and consistently reviewed;
- In conjunction with the CFO, to ensure compliance with standing orders and propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts (i.e. Joint Corporate Governance Framework);
- Ensure that the OPCC performs its duties and responsibilities on equality and diversity in accordance with relevant legislation, promoting commitment to equality and diversity in all its functions and activities.

Additional comments:

In discharging the above key result areas the post-holder will be required to:

(1) Attend events and meetings with the PCC / Deputy PCC (when appointed) as necessary in an advisory capacity, including attendance at meetings and events held outside of normal office hours, including at weekends, for which no additional recompense is provided.

(2) Engage with and represent the PCC and/or national professional associations in decision-making forums involving representatives of bodies such as:

- TVP Chief Constable
- TVP CCMT
- All staff employed by the PCC
- 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)
- Ministry of Justice
- NPCC
- National Crime Agency
- College of Policing
- CIPFA

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:

Strategic advisor to the PCC concerning financial and policy decisions.

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

Please note this is a "politically restricted post" in accordance with Local Government & Housing Act 1989.

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 (essential or desirable):	E/D
1. Relevant knowledge and experience of interpreting and applying relevant legislative and best practice regulatory requirements concerning corporate governance and accountability (policing and crime, specifically, and public sector, generally).	E
2. Degree or equivalent academic qualification(s) or demonstrate suitable work experience in an area relevant to the role(s).	E
3. Proven track record of consistent achievement at senior management level within a complex organisation.	E
4. Proven track record of developing and implementing corporate objectives, policies and strategies	E

5. Understanding of the democratic process and the legal, financial and political workings of an elected governance body.	E
6. Successful track record of building effective and productive working relationships with key stakeholders.	E
7. A record of success in people, financial, commercial and resource management.	E
8. Strong analytical thinking and problem solving skills. Able to analyse and present solutions to complex issues and communicate such solutions with staff and stakeholders internally and externally.	E
9. Experience of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.	E
10. Clear understanding and track record of promoting diversity.	E
11. Track record of managing relationships and partnerships across local and central government	D
12. Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).	D