



**POLICE AND CRIME
COMMISSIONER FOR CLEVELAND**

APPLICATION PACK

CHIEF OF STAFF

CONTENTS

1. Foreword by the Police and Crime Commissioner
2. Contextual Overview
3. Recruitment Overview
4. Role Profile:
 - Section A – Chief of Staff Role*
 - Section B – Functions of a Chief of Staff*
 - Section C – Personal Qualities*
 - Section D – Job Description*
 - Section E – Person Specification*
5. Recruitment Timetable
6. Terms & Conditions

A Message from the Police and Crime Commissioner for Cleveland

Dear Applicant,

You will find contained within this pack all the functions of the role along with the role profile which has been developed from the Skills for Justice Framework. I do not expect the successful candidate to meet all these aspects and therefore I want to allow you the opportunity to convince me your skills and experience will best meet my future needs.

I need someone capable of operating at all levels whether dealing with concerned residents and victims, senior government officials and politicians, volunteers, third sector organisations and contracting organisations. Empathy, imagination and effective interpersonal skills are called for. The office is small and a 'hands – on', and 'can – do' approach is essential along with the ability to influence others in line with my priorities.

I need someone with big aspirations to improve the lives of local people, to get more from our work with partners and to give more support to the Chief Constable in her drive to improve policing. If you are excited about the prospect of working in this important role and you are convinced you have a great deal to offer, please take the time to read through the overview to begin the journey to appointment.

I intend to be flexible and will consider different employment arrangements. If you believe you have the broad range of skills, experience and personal qualities needed, I look forward to hearing from you

Yours sincerely



Barry Coppinger
Police and Crime Commissioner for Cleveland

2. Contextual Overview

Introduction - Where have we come from?

The election of Police and Crime Commissioners in November 2012 was one element within a raft of measures designed to shake up much of the public sector, including policing. The new legislation generated a complete change to the way the governance of policing and community safety operates; the Policing Protocol¹ sets out how this is to be achieved.

For over a year we have worked hard to build new relationships, arrangements and ways of working to fit the Office of the Police and Crime Commissioner into the new landscape e.g. Health and Well Being Boards, Clinical Commissioning Groups, Criminal Justice Board, regional police collaboration etc. At the same time there has been unprecedented public scrutiny.

All of the transitional activity is coming to an end, with the final element being the transfer of most police staff (including PCSOs) from the employment of the Commissioner across to that of the Chief Constable on 1st April.

What are we going to have to face in the future?

The future holds significant challenges, but also many opportunities. Police reform has generated considerable debate and uncertainty. Austerity will continue, with organisations and partnerships having to reconfigure services. Joint working could come under pressure, yet collaboration presents opportunities to reduce cost and improve value for money whilst maintaining some resilience and expertise. Government policy is driving transformation across a number of related policy areas, thereby generating uncertainty, change and therefore opportunity to influence future shape and direction.

A new Headquarters provision will be a priority – as part of an estate strategy that in itself must balance operational and financial pressures. The drive to greater collaboration, the move to a commissioning role, and the tracking and influence needed over the changing wider public sector will require significant attention. In particular the imminent changes to the probation service will require considerable attention.

Unprecedented public scrutiny means that all activity must be undertaken with a degree of openness and transparency that must be embraced.

What does this mean for the incoming Chief of Staff?

The Chief of Staff role is to provide strategic leadership, support and advice across a range of functions, including being the statutory monitoring officer. These are outlined in more detail later in the pack, but in summary consist of:

¹ Policing Protocol, Order 2011

- strategy and resource planning,
- partnership working, commissioning and service delivery,
- engagement and information management,
- scrutiny, evaluation and performance; and
- Functional managerial and leadership to ensure an efficient and effective Office of the PCC / Corporate Support Team.

These functions along with the unique environment within which the Chief of Staff operates, require a range of qualities.

Please note this role is subject to a vetting process prior to confirmation of appointment.

3. Recruitment Overview

Introduction

The purpose of the application pack is to set out:

1. The Commissioner's aspirations and expectations for the role, which are set out in his foreword,
2. A contextual overview to provide candidates with an understanding of where we have come from, where we are now and the future challenges for the Chief of Staff,
3. A comprehensive role profile upon which candidates can compare their skills and experience,
4. An application form by which candidates can evidence their suitability for the post,
5. A timetable and process for appointment, and
6. Outline terms and conditions that apply.

Role Profile

The role profile consists of several elements:

Section A	The role of the Chief of Staff as set out in the Skills for Justice OPCC Professional Framework.
Section B	The functions of a Chief of Staff as set in the Skills for Justice OPCC Professional Framework and by the Association of Police and Crime Commissioner (APCC) Chief Executives Association.
Section C	The personal qualities of an Executive Officer as set out in the Skills for Justice OPCC Professional Framework.
Section D	The Job Description.

Closing date for Applications

The application form must be returned by **23:59 on 27 February 2014**

Next Steps

The details of the recruitment timetable are outlined at section 5.

Short-listed candidates will be invited to attend a structured interview on **7th March** (alternative interview dates cannot be offered).

Psychometric testing will not be used.

The successful candidate will be required to attend, along with the Commissioner, a confirmation hearing of the Police and Crime Panel, which will be arranged after the interview process is complete.

The Police and Crime Commissioner is keen for the successful candidate to take up their appointment very soon. Therefore at the interview the Commissioner will wish to establish from you the likely timescale for you being able to take up the appointment.

4. Role Profile – Section A

Role of the Chief of Staff

(Source: Skills for Justice Professional Framework)

The Chief of Staff

Every Police and Crime Commissioner must have a Chief Executive, who will also act as the Monitoring Officer; the combined role is designated as 'Chief of Staff' in Cleveland

They will ensure effective operational and strategic leadership of the OPCC team.

The Chief of Staff role is to support and advise the Commissioner in delivering the Police and Crime Plan and undertaking statutory duties and responsibilities, including:

1. Strategy and resource planning,
2. Partnership working, commissioning and service delivery,
3. Engagement and information management,
4. Scrutiny, evaluation and performance, and
5. Functional managerial and leadership to ensure an efficient and effective Office of the Police and Crime Commissioner / Corporate Support Team.

They also must fulfil the statutory functions of the Head of Paid Service and Monitoring Officer.

Role Profile – Section B

Functions

(Sources: Skills for Justice Professional Framework
& Association of Police & Crime Commissioner Chief Executives Association)

1. Strategy & Resource Planning

Decisions on force area resourcing and the strategic objectives for policing and reducing crime lie with the Commissioner. The **Chief of Staff** will support the Commissioner in developing a clear and effective long-term vision and strategy. It will be their task to lead the development of the staff in the areas of strategic planning and finance (working closely with the two Chief Finance Officers), information management, community and media relations, the management of strategic risk, the human resource and learning and development strategies, and ensuring that the Commissioner is compliant with current employment legislation. This will involve working with partners locally, regionally and nationally and having regard to a range of considerations including the political and economic landscape, the needs of service users and of service providers, and regulatory requirements.

2. Partnership Working, Commissioning and Service Delivery

There will be an important role for the Commissioner in working with the Chief Constable and local partners to shape policy and strategic direction for policing and crime in their area, with a clear emphasis on achieving a reduction in crime.

The **Chief of Staff** will be the strategic lead in respect of partnership for the Commissioner. They should represent and promote the interests of the Commissioner by developing and maintaining effective strategic partnerships with relevant public, private and voluntary sector organisations in the local community, and at regional and national meetings. They will be called upon to represent the Commissioner at high level meetings, for example with the Home Office, Her Majesty's Inspector of Constabulary and other relevant bodies at regional and national levels

A key feature of the Police Reform and Social Responsibility Act 2011 is collaborative and joint working between partners across policing, community safety, criminal justice and victim support to deliver efficient and effective services that meet communities' and service users' needs. The **Chief of Staff** will be accountable for the performance of the Commissioner's staff in all aspects of commissioning.

3. Engagement and Information Management

To fulfil their functions, a Commissioner will have to obtain the views of the public and partners and share information on the performance of both the Commissioner and the police.

The **Chief of Staff** will need to develop and implement effective two-way community engagement and consultation with all sections of the community; use this feedback to help influence and shape policing and crime reduction; and support the Commissioner in raising their profile and communicating their values, priorities, strategies, achievements and views.

There will be a need to develop a proactive and healthy working relationship with the local media, and to build and support effective relationship management between the Commissioner and their communities. The team will need to identify ways to work with the media to promote the Commissioner's activities and to share good news stories on policing and crime reduction, where appropriate. The Commissioner will also need to consider the relationship and working arrangements with the Force in dealing with the media and key statements for delivery to the community, including handling the media relating to high profile policing operations.

The **Chief of Staff** will need to ensure that effective strategic needs assessments are undertaken which demonstrate an understanding of the communities served in the police force area to inform the development of the police and crime plan and enable effective budget alignment and prioritisation. To support that, the **Chief of Staff** will need to deliver, review and improve performance against the Commissioner's communication, consultation and engagement strategies.

4. Scrutiny, Evaluation and Performance

As with all public bodies, the Commissioner will want to demonstrate effectiveness, efficiency and value for money. The **Chief of Staff** will support the Commissioner in this by contributing to the delivery of the police and crime plan, together with any associated delivery plans.

The **Chief of Staff** will oversee the financial planning; and budgetary, resourcing and asset management aspects of the team. They should have direct access to and will need to work closely and constructively with both the Commissioner and force chief finance officers, who will have lead responsibility in these areas of business.

The **Chief of Staff** will support the Commissioner in scrutinising force performance and support continuous improvement in the force and in the Office of Police and Crime Commissioner. They will have to distil and disseminate relevant information and advice to the Commissioner, enabling them, where appropriate, to challenge the force's strategic and financial performance. As part of this the team will need to work with external inspection bodies, including Her Majesty's Inspector of Constabulary.

Furthermore, there is a requirement to ensure the effective and efficient operation of both the internal and external audit functions. Although this will be primarily the responsibility of the Commissioner's Chief Finance Officer, the

Chief of Staff as monitoring officer and head of paid service has a role to play in fulfilling this requirement. The Commissioner and Chief Constable must support an independent audit committee overseeing both organisations with both chief finance officers and the external auditor reporting directly to it.

There is also a requirement to oversee and ensure the effective and efficient management of complaints. Effective liaison will be needed between the team and the Chief Constable, the Police and Crime Panel and the Independent Police Complaints Commission, as appropriate, in relation to complaints arising against the Commissioner and the Chief Constable.

5. Functional Management and Leadership to ensure an efficient and effective Office of the Police and Crime Commissioner / Corporate Support Team.

The **Chief of Staff's** main role is to support and advise the Commissioner in delivering their manifesto, as expressed through the police and crime plan, and in undertaking the statutory duties and responsibilities and acts as head of paid service.

The **Chief of Staff** provides the managerial leadership for the team. While the **Chief of Staff** is required to perform traditional policy, administrative and managerial functions involving high levels of analytical skills, their role also requires the ability to achieve the trust and confidence of those they lead and with whom they work.

In relation to the team, the key functional and management responsibilities of the **Chief of Staff** include the statutory responsibilities of monitoring officer. The function of the monitoring officer is to report, if it appears to him/her that any proposal, decision or omission by the elected policing body or by any person holding any office or employment under the Commissioner, constitutes, has given rise to or is likely to or would give rise to illegality or maladministration.

The role of monitoring officer, within the governance framework of policing, is therefore restricted to ensuring that the Commissioner, or anyone acting his behalf, acts lawfully and in such a way as not to constitute maladministration.

An effective Corporate Governance Framework is essential in any public service and it is the **Chief of Staff's** responsibility to ensure this exists to discharge proper accountability and the proper conduct of this public business.

The Commissioner's professional adviser on policing is the Chief Constable. Therefore it will be essential for the **Chief of Staff** to have a close and effective working relationship with the Chief Constable.

Role Profile – Section C

Personal Qualities Chief of Staff

(Source: Skills for Justice Professional Framework)

Serving the Public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing effective partnerships at a local, regional and national level. Understands partners' perspectives and priorities, working co-operatively with them to develop future public services within budget constraints, and deliver the best possible overall service to the public.

Leading Strategic Change

Thinks in the long term, establishing a compelling vision based on the values of the Office of Police and Crime Commissioner (OPCC). Instigates and delivers structural and cultural change, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Identifies better ways to deliver value for money services that meet local, regional and national needs, encouraging creativity and innovation with the OPCC and other partner organisations.

Leading the Workforce

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and crime reduction and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment throughout the OPCC by recognising good performance, and giving genuine recognition and praise. Promotes learning and development within the OPCC, giving honest and constructive feedback to colleagues and investing time in skills development, coaching and mentoring staff.

Managing Performance

Translates the vision into action by establishing a clear strategy and ensuring appropriate structures are in place to deliver it. Sets ambitious but achievable timescales and deliverables, and monitors progress to ensure strategic objectives are met. Identifies and removes blockages to performance, managing the workforce and resources to deliver maximum value for money. Defines what good performance looks like, highlighting good practice. Confronts underperformance and ensures it is addressed. Delegates responsibilities appropriately and empowers people to make decisions, holding them to account for delivery.

Professionalism

Acts with integrity, in line with the values, ethical standards and codes of corporate governance. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility throughout the OPCC. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions, demonstrating courage and resilience in difficult situations. Remains calm and professional under pressure and in conditions of uncertainty. Openly acknowledges shortcomings and commits to putting them right. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others.

Decision Making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider impact and implications of different options at a local, regional and national level, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with Others

Builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communication processes work effectively throughout the OPCC and with external bodies. Consults widely and involves people in decision-making, speaking in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Negotiates effectively with local, regional and national bodies, representing the interests of the OPCC and local area. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively. Fully commits to team decisions.

Role Profile – Section D

Job Description – Chief of Staff

INTRODUCTION

This job description is for the post of Chief of Staff for the Police and Crime Commissioner for Cleveland, and reports directly to the Police and Crime Commissioner.

OVERALL PURPOSE

To work with the Police and Crime Commissioner to enable delivery against vision, strategy and identified priorities.

To provide leadership, strategic direction, advice and support to the Police and Crime Commissioner in his statutory duty to secure an efficient and effective police service for the Cleveland Police area.

ROLE SPECIFIC RESPONSIBILITIES

Key Functional, Managerial and Leadership Responsibilities

1. To discharge the proper duties of the Chief Executive (head of paid staff) as set out in section 4 of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011. This will include advising the Commissioner on the exercise of statutory powers, duties and procedures and identifying issues requiring the Commissioner's decision, discussion or action.
2. To act as Monitoring Officer for the Office of the Police and Crime Commissioner under section 5 of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011 to (i) detect and report, in consultation with the s151 Officer on any illegality or maladministration in the business of the Office ii) deal with matters connected with the conduct of employees under the Local Government Act 2000.
3. To ensure an effective Corporate Governance Framework exists where arrangements and systems operate to the six principles of good governance and the Nolan principles of public life, so as to discharge proper accountability and the proper conduct of this public business.
4. To act as the principal contact between the Chief Constable and the Office of the Police and Crime Commissioner and to develop effective relationships

with the Chief Officer team, to ensure effective engagement with the Force in all areas concerning the discharge of the Office's duties, functions and powers.

5. To lead and manage the staff in both the statutory Office of PCC and Corporate Support Team to ensure the provision of professional, efficient and effective high quality support to: the Commissioner in the oversight and scrutiny of Force activity; the Chief Constable to support her in leading and managing Cleveland Police; and the Criminal Justice Board in improving the criminal justice system.
6. To advise and attend meetings of Regional collaboration to ensure effective regional solutions are delivered through collaborative working. To respond to national developments in policing and to support the Police and Crime Commissioner in representing the Office's interests locally, regionally and nationally.
7. To communicate formally on behalf of the Police and Crime Commissioner and to liaise with the Chief Constable, Home Office, and Her Majesty's Inspectorate of Constabulary, ACPO, other relevant Government Departments and outside bodies.
8. To lead on the processes and provide advice, support and guidance on the Office's responsibilities in respect of the following personnel issues:
 - a) The appointment of Chief Constable including terms and conditions of service and matters relating to discipline. This includes advising and assisting the Police and Crime Commissioner on the exercise of statutory duties relating to complaints against the Chief Constable;
 - b) Appeals from Police Officers below the rank of Assistant Chief Constable who have been dismissed or reduced in rank;
 - c) Appeals from support staff, and police officers, where allowed for in their conditions of employment or by Police Regulations, and
 - d) The appointment of a Deputy Police and Crime Commissioner (if required).

Strategy and Resource Planning

9. To provide strategic leadership and advice to the Commissioner in support of the development of a clear and effective long-term vision and strategy, set out in the Police and Crime, together with a supporting Corporate Plan.
10. In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation.
11. In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC.
12. To develop and drive implementation of the OPCC corporate plan and enabling strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance.

Partnership Working, Commissioning and Service Delivery

13. To be the strategic lead and develop effective relationships with a wide range of stakeholders and to work with Local Strategic Partnerships/Health and Wellbeing Boards, Community Safety Partnerships, local authorities, the voluntary sector and criminal justice agencies to ensure the delivery of community safety programmes that meet communities and service user needs.
14. To ensure effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning at local, regional and national level.
15. To identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more efficient and effective use of resources.
16. To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level.

Engagement and Information

17. To ensure that effective strategic assessments are undertaken which demonstrate a real understanding of the needs of the communities served, enabling effective budget alignment and prioritisation.
18. To deliver, review and improve the effectiveness and relevance of communication, consultation and engagement strategies and supporting activities of the OPCC.
19. To support the Commissioner in raising the profile and communicating his ambition, values, strategies, achievements and views.
20. To develop and implement effective two-way community engagement and effective consultation with all sections of the community and use this feedback to help shape policing and crime reduction.
21. To represent and promote the interests of the Commissioner by developing and maintaining effective relationships and ways of working with relevant media organisations in the local community, regionally and nationally.
22. To develop a communications and media strategy between the Commissioner and the Chief Constable/Force to ensure key statements to the community are appropriate.

Scrutiny, Evaluation and Performance

23. To ensure effective accountability and performance monitoring arrangements are in place to support the Commissioner in scrutinising:
 - The Chief Constable and the Force,
 - The Office of the Police and Crime Commissioner and the Corporate Support Team,
 - Commissioned services and grant aided schemes / projects,

24. To provide professional advice and evidence-based information on emerging issues and new government proposals to enable the Commissioner to consider the future implications to the strategic and financial performance of the Force.
25. To develop a constructive working relationship with the Police & Crime Panel and service their requirements to enable them to properly discharge their statutory responsibilities.
26. Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.
27. To develop constructive relationships and maintain effective working arrangements with various bodies dealing with complaints, such as the Independent Police Complaints Commission, Police and Crime Panel and ensure the effective and efficient management of complaints by the Force.

KEY WORKING RELATIONSHIPS

- With the Police and Crime Commissioner,
- With the Chief Constable,
- With Chief Officers and senior officers
- With local partnerships and stakeholders.
- With external bodies such as the Association of Police and Crime Commissioners Chief Executives, Home Office, HMIC, Audit Commission, PATs, local authorities and District Audit and other Offices of Police and Crime Commissioners.
- With senior officers and members of regional partnerships.
- With the Chief Financial Officer to ensure management matters are reported in accordance with Standing Orders and Regulations and in line with the strategic direction of the Office,
- Police and Crime Panel.

NATURE AND SCOPE OF THE ROLE

- The Post holder is responsible to the Police and Crime Commissioner for the satisfactory performance of all aspects of the post.
- Post holder is responsible for the development and maintenance of effective working relationships with the Chief Constable, partners and external bodies.
- Post holder's freedom to act is prescribed by the appropriate Statutes and Regulations by which the Office of the Police and Crime Commissioner is bound.
- Post holder provides support and advice to the Police and Crime Commissioner and will be expected to assist in the resolution of complex issues and problems and will be also expected to make a significant contribution to challenging developments in policing and governance.
- Post holder is responsible for the effective performance management of the staff within the Office of Police and Crime Commissioner.

JOB DIMENSIONS

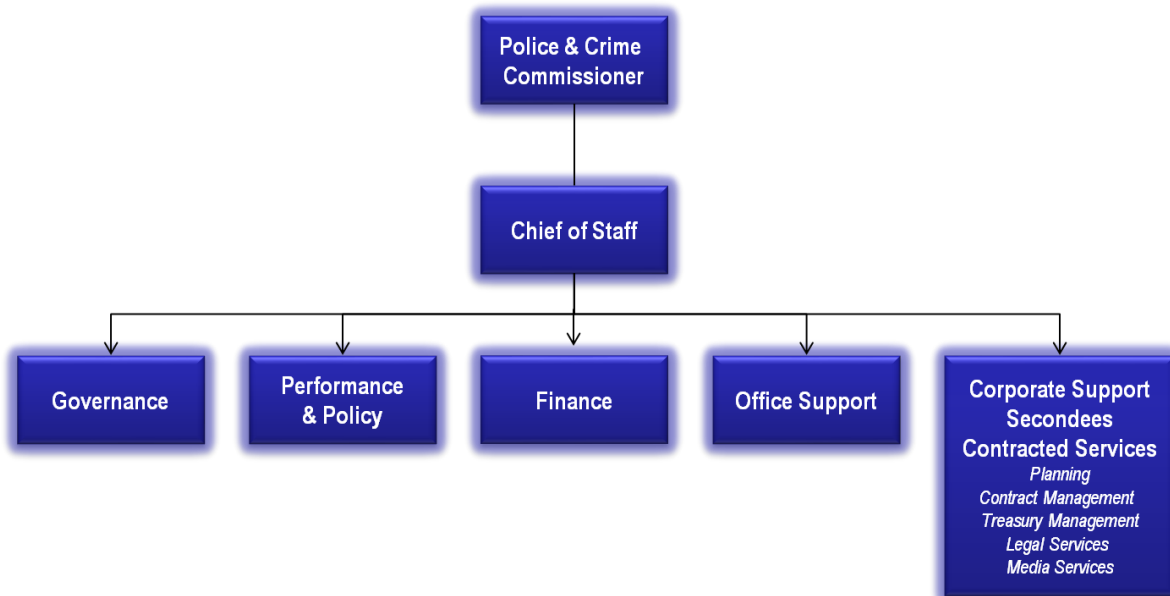
The post-holder is responsible to the Police and Crime Commissioner for:-

- for the performance management of staff in the OPCC and Corporate Support Team,
- support for the oversight of accountability of strategic and financial performance of the Force (budget of £130 million)
- efficient discharge of the PCC spend and utilisation of £1.5m (including commissioning)

DECISION MAKING FUNCTIONS

- The post-holder will work within a broad framework of duties but will work largely unsupervised. The post-holder 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



Role Profile – Section E

Persons Specification – Chief of Staff

Criteria	Requirement	Essential/Desirable
Qualifications & Training	Degree and/or professional qualification.	E
	Post graduate management qualification.	D
Knowledge/Skills/Abilities	A relevant legal qualification.	D
	Ability to think strategically and to transform ideas and vision into effective deliverable plans.	E
	Able to command the respect of and manage effective relations with the Chief Constable, Senior officers, colleagues and stakeholders at all levels.	E
	Proven leadership, inspirational skills, vision and forward thinking.	E
	Outstanding management and organisational skills.	E
	Ability to initiate and develop corporate strategies and translate into effective action.	E
	Highly developed and proven political awareness and sensitivity, persuasiveness and diplomatic skills.	E
	High level of literacy, numeracy, analytical skills.	E
	High level of both oral and written communication skills.	E
	Creative approach to problem solving.	E
	A focus on achieving effective and pragmatic outcomes.	E
	High level scrutiny, performance management and interpersonal skills.	E
	Ability to deal with complex issues quickly and effectively.	E
	Ability to work effectively under pressure.	E
	A good understanding and appreciation of the challenges facing Policing and the associated environment.	E
Experience / Track Record	At least 5 years experience in a senior management position in a public authority.	E
	Experience of and involvement in corporate level policy development and delivery.	E
	Experience of managing change successfully and delivering continuous improvement in an environment working across a broad range of policy and functional areas.	E

Other Factors	Experience of working effectively as a senior adviser to a leading politician, where proactive and expert advice is required.	D
	Effective partnership and collaborative working, developing strong working relationships with the ability to influence their views and decision making.	E
	Proactive commitment to the highest levels of professional conduct, equality, fairness and diversity.	E
	Demonstrable commitment and ability to promote a real belief in Public Service and seeking to understand the expectations, needs and concerns of different sections of the community.	E
	Flexibility in terms of work outside the office. E.g. Force premises, offices of other partner bodies.	E
	Commitment to continuous personal development.	E
	A positive attitude to meeting the challenge of change, development and improvement.	E
Ability to drive	E	

5. Recruitment Timetable

Date	Activity
27 February – 23:59	Closing date for applications
28 February	Short-listing
1 March	Notification to short-listed candidates and take up of references
7 March	Formal interview, including presentation
10 March	Notification to candidates
To be confirmed	Police and Crime Panel confirmation hearing

6. Terms & Conditions

1. **SALARY**

The salary is circa £85K. Salary is subject to job evaluation (pending).

Salary is subject to an annual inflationary increase, as settled by the Police Staff Council (PSC) payable with effect from 1 September each year.

2. **PENSION**

You will be entitled to join the local government pension scheme (LGPS) which, from 1st April 2014, is a career average defined benefits scheme.

3. **ANNUAL LEAVE**

Annual leave entitlement is 24 days rising to 29 days after five years continuous Service. In addition to this the post holder is also entitled to statutory / bank holidays (Currently 8 days).

4. **RELOCATION PACKAGE**

In the event that the successful candidate needs to relocate from outside the area, reasonable relocation expenses may be reimbursed up to £3k.

5. **WORKING HOURS**

The normal working week is 37 hours, Monday to Friday. The post holder will however be expected to work with some flexibility at evenings and weekends when the needs of the service so determine.

6. **PLACE OF WORK**

The current place of work is within the Cleveland Police Force area.

7. **SPECIAL PROVISIONS**

This is a politically restricted post and you will be required to be subject to the appropriate level of vetting.

8. **TENURE OF SERVICE**

The post of the Chief of Staff is a permanent position.