

Job Description – Chief Executive & Monitoring Officer

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 Plan, 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.

Person Specification – Chief Executive & Monitoring Officer

Criteria	Requirement	Essential/Desirable
Qualifications & Training	Degree and/or professional qualification.	E
	Post graduate management qualification.	D
	A relevant legal qualification.	D
Knowledge/Skills/ Abilities	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	E

delivering continuous improvement in an environment working across a broad range of policy and functional areas.

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

Other Factors

Flexibility in terms of work outside the office. E
E.g. Force premises, offices of other partner bodies.

Commitment to continuous personal development. E

A positive attitude to meeting the challenge of change, development and improvement. E

Ability to drive E