



## Chief Executive & Monitoring Officer

<b>Service Unit</b>	Office of the Police & Crime Commissioner
<b>Team</b>	Office of the Police & Crime Commissioner
<b>Responsible to</b>	Cleveland Police & Crime Commissioner
<b>Scale and Salary Range</b>	£82,002 - £92,250
<b>Vetting Status</b>	Security Clearance (SC) with Management Vetting (MV)
<b>Politically Restricted</b>	Yes
<b>CVF Level</b>	CVF Level 3

### Job Context

The Police and Crime Commissioner (PCC) appoints statutory and non-statutory officers to the Office of the Police and Crime Commissioner (OPCC) to ensure that the powers and duties of the PCC are carried out efficiently and effectively. Alongside the PCC, the OPCC ensures that the Commissioner's strategic programme for policing and crime is carried into effect – providing, commissioning and overseeing services which meet the objectives, priorities and outcomes set out in the Police and Crime Plan.

As the Head of Paid Service, the Chief Executive and Monitoring Officer has direct responsibility for ensuring the PCC has full executive and professional support in carrying out his or her duties and responsibilities comprehensively and lawfully.

### Job Purpose

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 their statutory duties and exercising their statutory powers and duties.

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

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To 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").

## Key Working Relationships

- The Police & Crime Commissioner.
- The Chief Finance Officer.
- The Chief Officer team and other key senior police officers and staff.
- The community leaders, local partners and stakeholders of Cleveland.
- Senior leaders in the wider policing network of Cleveland and North East region.
- The Cleveland Police & Crime Panel.
- Relevant government institutions, external bodies, associations and public sector strategic partners such as the Association of Police and Crime Commissioners Chief Executives (APACCE), Home Office, Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), Ministry of Justice, Independent Office for Police Conduct (IOPC), local authorities and other offices of Police & Crime Commissioners.

## Principal Duties and Responsibilities

### Statutory Responsibilities

- To ensure provision of appropriate advice to the PCC on discharging their statutory powers, duties, responsibilities, liabilities and procedures.
- To 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 & Crime Plan.
- To support and advise the PCC on the appointment of the Chief Constable and statutory duties relating to complaints against the Chief Constable.
- To 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.
- To be the data controller for the purposes of the GDPR for the PCC and OPCC.
- Responsible for ensuring the OPCC Safeguarding policy and related procedures are implemented, monitored and consistently reviewed.
- In conjunction with the Chief Financial Officer, 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.

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- 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.

### **Leadership and Police & Crime Plan**

- Under the direction of and in cooperation with the PCC to develop a Police & Crime Plan. This plan is developed in consultation with the Chief Constable to ensure the PCC holds the Chief accountable for all aspects of Force performance.
- To be the lead advisor for the PCC on policy, strategy and delivery.
- To lead and manage the OPCC team to deliver objectives of the plan.
- To build and maintain strong and effective partner working with local, regional and national partners, and other PCC areas.
- To support the PCC in setting the budget for the Chief Constable in conjunction with the CFO.
- To lead the continued development and delivery of the OPCC team, activities and operations including commissioning services to support the delivery of the Police & Crime Plan and high-quality support to the PCC in their oversight and scrutiny of the Police.
- To 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 and complaint matters in accordance with scheme of delegation and relevant policies and procedures.

### **Strategy and Resource Planning**

- In conjunction with the Chief Finance Officer 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.
- In conjunction with the Chief Finance Officer, to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC.
- To 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.
- 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 needs assessment and the Police and Crime Plan and review and monitoring of the Police and Crime Plan.

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## **Partnership Working, Commissioning & Service Delivery**

- To support the PCC in maintaining and develop effective working relationships with key stakeholders, the Cleveland Police and Crime Panel and key external partners.
- To 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.
- To identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more efficient and effective use of resources.
- To assist the PCC in their appropriate contribution to the national consideration of issues concerning policing and reducing crime.
- To represent the PCC at relevant meetings with the Home Office, Her Majesty's Inspector of Constabulary & Fire Rescue, and other relevant bodies, Local Government Association and other outside bodies at regional and national level.

## **Engagement and Information**

- To ensure effective strategic needs assessments which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation.
- To ensure OPCC deliver, review and improve performance against the Information Strategy in the areas of communication, consultation and engagement.
- To ensure the PCC has an appropriate communications strategy that effectively communicates the PCC's: priorities; key initiatives; values; investments; consultations questions; strategies; achievements; and views and enables effective feedback from communities.
- To 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.
- To assist the PCC in developing and implementing effective two-way community engagement with wide sections of the community.
- Ensure OPCC operate in a transparent manner, compliant with legislation and best practice.

## **Scrutiny, Complaints, Panels**

- Ensure OPCC contribute to the efficient and effective delivery of the Police & Crime 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

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audit functions and any other aspects of internal control or external inspection.

- To ensure the OPCC have effective and efficient management of complaints against the PCC and the Chief Constable and take ownership of responses as required.
- To develop constructive relationships and maintain effective working arrangements with various bodies dealing with complaints, such as the Independent Office for Police Conduct, Police and Crime Panel and ensure the effective and efficient management of complaints by the Force.
- Support the PCC in the effective scrutiny by OPCC of Force performance against the Police & Crime Plan and other delivery partner performance.
- Establish and maintain effective independent scrutiny panels as agreed with the PCC.
- Ensure the OPCC comply with organisational policies and procedures including Code of Conduct, Health & Safety and Equalities policies.

### Note

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

Due to the nature of the role, the applicants will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.

With the exception of any Deputy appointed by a PCC, staff within an OPCC must not undertake political work but are required to operate in a way which is sensitive to and fully informed by the local, regional and national policy context in which the PCC's policing, community safety, public protection and criminal justice responsibilities operate. The post holder will be in a politically restricted post under the Local Government and Housing Act 1989.

The OPCC is required to undertake its role in a way which is agile and responsive to the public interest, to the direct accountability of the PCC to the public as well as to the supportive oversight and scrutiny of the Police & Crime Panel and independent audit committee arrangements. Alongside the PCC, the OPCC undertakes its roles by direct engagement with police and public, private and third sector partner agencies at all levels, with local and national government and with the public.

Due to the nature of the role the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy, and OPCC priorities

The areas of work are determined by the priorities set by the Police and Crime Commissioner; as such the portfolio areas may be amended or refocused to align to these priorities

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All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all.

Personal Specification		
Knowledge, Skills & Experience	Essential	Desirable
To hold a degree or equivalent academic qualification(s) or demonstrate suitable work experience in an area relevant to the role(s).	✓	
Proven track record of consistent achievement at senior management level within a complex organisation.	✓	
Proven track record of developing and implementing corporate objectives, policies and strategies.	✓	
Understanding of the democratic process and the legal, financial and political workings of an elected governance body.	✓	
Successful track record of building effective and productive working relationships with key stakeholders.	✓	
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.	✓	
Experience of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.	✓	
Clear understanding and track record of promoting diversity.	✓	
Track record of managing relationships and partnerships across local and central government.	✓	
Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).		✓

All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.

Version Control	
Reason for Version Change	Version date
Role Reviewed	13.07.21

## Competency and Values Framework (CVF) for Policing: Level 3 – Senior Manager / Executive

Competency	Level 3 – Senior Manager / Executive
<b>Emotionally aware</b>	<ul style="list-style-type: none"> <li>• I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate.</li> <li>• I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance.</li> <li>• I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed.</li> <li>• I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions.</li> <li>• I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.</li> </ul>
<b>Taking ownership</b>	<ul style="list-style-type: none"> <li>• I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame.</li> <li>• I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities.</li> <li>• I define and enforce the standards and processes that will help this to happen.</li> <li>• I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance.</li> <li>• I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance.</li> <li>• I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.</li> </ul>
<b>Collaborative</b>	<ul style="list-style-type: none"> <li>• I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures.</li> <li>• I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private).</li> <li>• I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities.</li> <li>• I create an environment where partnership working flourishes and creates tangible benefits for all.</li> </ul>
<b>Deliver, support and inspire</b>	<ul style="list-style-type: none"> <li>• I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made.</li> <li>• I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• I ensure that everyone understands their role in helping the police service to achieve this vision.</li> <li>• I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these.</li> <li>• I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes.</li> <li>• I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment.</li> <li>• I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners.</li> <li>• I motivate and inspire others to deliver challenging goals.</li> </ul>
<b>Analyse critically</b>	<ul style="list-style-type: none"> <li>• I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios.</li> <li>• I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial.</li> <li>• I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations.</li> <li>• I use my knowledge of the wider external environment and long-term situations to inform effective decision making.</li> <li>• I acknowledge that some decisions may represent a significant change.</li> <li>• I think about the best way to introduce such decisions and win support.</li> </ul>
<b>Innovative and open-minded</b>	<ul style="list-style-type: none"> <li>• I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance.</li> <li>• I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements.</li> <li>• I work to create an innovative learning culture, recognising and promoting innovative activities.</li> <li>• I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere.</li> <li>• I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.</li> </ul>

<b>Values</b>	<b>All Levels</b>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li> <li>• I am open and responsive to challenge about my actions and words</li> </ul>



	<ul style="list-style-type: none"> <li>• I declare any conflicts of interest at the earliest opportunity</li> <li>• I am respectful of the authority and influence my position gives me</li> <li>• I use resources effectively and efficiently and not for personal benefit</li> </ul>
<b>Impartiality</b>	<ul style="list-style-type: none"> <li>• I take into account individual needs and requirements in all of my action.</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same</li> <li>• I always give people an equal opportunity to express their views</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all</li> <li>• I value everyone's views and opinions by actively listening to understand their perspective</li> <li>• I make fair and objective decisions using the best available evidence</li> <li>• I enable everyone to have equal access to services and information, where appropriate</li> </ul>
<b>Public Service</b>	<ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li> <li>• I seek to understand the needs of others to act in their best interests</li> <li>• I adapt to address the needs and concerns of different communities</li> <li>• I tailor my communication to be appropriate and respectful to my audience</li> <li>• I take into consideration how others want to be treated when interacting with them</li> <li>• I treat people respectfully regardless of the circumstances</li> <li>• I share credit with everyone involved in delivering services</li> </ul>
<b>Transparency</b>	<ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li> <li>• I am clear and comprehensive when communicating with others</li> <li>• I am open and honest about my areas for development and I strive to improve.</li> <li>• I give an accurate representation of my actions and records</li> <li>• I recognise the value of feedback and act on it</li> <li>• I give constructive and accurate feedback</li> <li>• I represent the opinions of others accurately and consistently</li> <li>• I am consistent and truthful in my communication</li> <li>• I maintain confidentiality appropriately</li> </ul>

Further detailed information on the CVF can be located by clicking on the following link: <https://www.college.police.uk/career-learning/career-development/competency-and-values-framework-cvf>