**JOB DESCRIPTION**

**Job title: Regional Policy Officer**

**Grade: Grade 7 (SCP 32-37)**

**Directly responsible to: Regional Policy Manager**

**Directly responsible for: N/A**

**Location: Offices of the Police and Crime Commissioner in Staffordshire, Warwickshire, West Mercia and West Midlands**

**Job Purpose:**

To support the Regional Policy Manager, the 4 OPCC Chief Executives and the 4 Police and Crime Commissioners (PCCs) in matters relating to regional and national policy and collaborative working, strategic planning, performance and governance, enabling them to fulfil their obligations to the Home Office mandated Strategic Policing Requirement.

This is a politically restricted post.

|  |
| --- |
| **Main duties and responsibilities:** |
| 1. Assist in the development and implementation of policy, plans, strategies and governance arrangements related to the regional and national collaborative activity 2. Provide advice to PCCs, senior managers and colleagues in the Offices of the Police and Crime Commissioner (OPCC) in respect of the above 3. Contribute to the implementation of OPCC business planning and performance management frameworks 4. Monitor and update the OPCC business plan 5. Influence, design and deliver projects or programmes of work relevant to the regional and national collaborative work 6. Build, maintain and manage effective and influential relationships with relevant key stakeholders across the 4 OPCCs, 4 police forces, regional and national partner organisations 7. Contribute to the preparation, monitoring and review of the Police and Crime Plans across the 4 OPCCs 8. Assist in the implementation of effective systems, practices, processes and procedures in relation to strategic planning and performance 9. Analyse the internal and external environment to identify issues which will impact upon the delivery of the 4 PCCs’ priorities 10. Undertake research and analysis of qualitative and quantitative data as required to inform the work associated with the role 11. Support the delivery of research projects and analytical support associated with the work 12. Keep abreast of developments, policies, legislation and best practice etc to inform the work and also OPCC policy and practice 13. Develop, produce and present briefing papers, reports, spreadsheets and presentations |
| **Other responsibilities:** |
| * Support the PCCs, Deputy and Assistant PCCs, Chief Executives in raising awareness of and actively promoting the role of the PCC * Build, maintain and manage effective and influential relationships with a wide range of colleagues in other organisations locally, regionally and nationally * Ensure compliance with the framework for knowledge management to support effective decision making * Represent the PCCs, D/APCCs and CEXs/management and contribute to discussions at multi-agency meetings/conferences/events * Support the delivery of ad hoc projects that contribute to achieving the priorities of the PCCs and D/APCCs * Support the development of programmes and projects and initiatives and ensure the delivery of required outputs and outcomes * Support the implementation of change programmes * Take personal responsibility for personal and professional development and maximise own resources in a way with reflects the values of the OPCCs * Work closely with the other colleagues to improve operational practices and effectiveness * Comply with the framework for knowledge management to support effective decision making * Ensure compliance with all OPCC policies, procedures and practices * Undertake such additional duties as are reasonably commensurate with the level of the post |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Degree or equivalent or experiential learning | * Post Graduate/Management qualification * Project management training/qualification (e.g. PRINCE or similar) | Application form |
| Experience | Experience of:   * assisting the development, review and implementation of strategies and plans in the public sector * supporting the implementation of performance management frameworks and business planning processes * providing advice in relation to policy, strategic planning and performance * horizon scanning to keep abreast of emerging agendas and issues * managing projects * multi-agency and partnership working * analysing and interpreting complex data sets * using information and intelligence to ensure effective decision making and policy development and continuous improvement * carrying out research activities and projects using a range of techniques and methods | Experience of:   * working in a political environment * analysing, interpreting, presenting and utilising organisational insight * collect and analyse insight to inform decision making and continual improvement | Application form  Interview |
| Knowledge and skills | * Knowledge of current issues facing the public sector and policing in particular, including key policy areas, performance management and business planning * Support the development, review and implementation of strategies and policies * Knowledge of performance management frameworks, processes and procedures * Knowledge of business planning approaches * Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally using a variety of techniques * Ability to prioritise and manage workloads and competing priorities and meet deadlines * Excellent communication and presentation skills * Excellent writing skills * An understanding of research methodologies and their application * Understanding of data quality and information governance issues * High levels of analytical and research skills * Analysis and interpretation of complex data sets * Proven negotiating, influencing, networking and partnership building skills * Ability to utilise a full range of standard office IT software/packages * Motivating and inspiring others to achieve | * Knowledge of relevant legislation in particular the Police Reform and Social Responsibility Act 2011 and the Strategic Policing Requirement * Understand structures and functions of Police and Crime Commissioners and the tripartite structure of policing in the UK * Understand the Government’s public sector reform programme and police reform in particular * Knowledge and understanding of the Equality Act 2010 * Knowledge of project and programme management methodologies * Knowledge of economic development and regeneration | Application form  Interview  Test |
| Personal Qualities | * Proactive ‘self-starter’ * Ability to seek out innovation and creative solutions * Ability to work on own initiative * Ability to work as part of a team to achieve objectives * Political sensitivity and astuteness * Promote diversity and racial equality * Commitment to continuous professional development |  | Interview |