

ROLE PROFILE



Role Title	Head of Policy and Delivery	Reporting to	Chief Executive
		District/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure		Rank/Grade	EO1

Part A – JOB DESCRIPTION

Overall purpose of role	Provide professional leadership, vision, direction and take responsibility for developing and delivering a strategic approach to policy and delivery. Be a pro-active advocate for positive change, advise, support and represent the Police and Crime Commissioner (PCC) in all areas of policy and delivery, managing relations with key stakeholders and influencing decision makers to bring about positive change.
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Key outputs for role	
<ol style="list-style-type: none"> 1. As the PCC's lead on policy and delivery, you will be responsible for identifying, developing and delivering a strategic approach to policy, recognising new and emerging opportunities to bring about change and delivery to the benefit of our communities, understanding the national and international landscape. 2. Develop an in depth understanding of current and emerging policy across national policing, community safety and criminal justice, with a strategic vision to provide expert professional policy direction and advice to the PCC and Deputy Policy and Crime Commissioner (DPCC). 3. Build and maintain strong relationships with local, regional and national decision makers and key stakeholders (including the Home Office, Ministry of Justice and wider government) to identify with partners where change is needed and to effectively direct and influence national and local policy making and delivery to make a real difference. 4. Drive and provide direct advice to the PCC to engage with and develop improved working relationships with key local and central decision makers, to promote a positive reputation and a strong national profile for the PCC. 5. Advise and provide vision and direction to the PCC on all aspects of policy and delivery, including on the Association of Police and Crime Commissioners (APCC) portfolios held, to proactively shape, advocate and drive the PCC's policy positions. 6. Work closely with the Executive Team and Advisers on the innovation, design and development of the Police and Crime Plan leading the research, engagement, delivery and partnership teams to achieve the outcomes and deliver the priorities in the Plan. 7. Be a key influencer on the national approach (including Home Office, Ministry of Justice, National Police Chief's Council and Association of Police and Crime Commissioners) to policing, community safety and criminal justice through effective negotiation, influence and decision making on behalf of the PCC. 8. Ensure effective coordination and collaboration between internal and external advisers to ensure consistent and beneficial advice and direction is provided to the PCC and Executive Team and drives effective partnerships. 9. Provide professional leadership to the research, engagement, delivery and partnership teams you will make sure that the Office of the Police and Crime Commissioner (OPCC) is effectively listening and communicating to people and partners, understanding need and what works and that these influences are reflected in the Police and Crime Plan, policy development and evidenced based delivery ensuring delivery is aligned to strategic requirements. 10. With a flexible approach to working within a dynamic and changing environment, provide any other support necessary to enable the PCC to fulfil their role. 	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Develop, drive and deliver a strategic approach to policy and delivery.
- Influence national and local policy on policing, community safety and criminal justice.
- Member of national, regional and local boards, for example the APCC Portfolio Working Group, Home Office Working Groups, Ministry of Justice Working Groups.
- Work closely with the OPCC Executive Team and relevant advisers.
- Direct line management responsibility for the Engagement, Research, Delivery and Partnerships teams, circa 6 senior colleagues.
- Provide any other appropriate support necessary in line with their responsibilities, to enable the PCC to fulfil their role.

Work/Business contacts

Internal: PCC and staff across the OPCC, staff and officers across WYP.

External: Members of the public across West Yorkshire, other OPCCs, local authorities and other partners from across sectors, elected representatives, Home Office, Ministry of Justice and government departments, other public bodies, HMICFRS and APCC.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Degree or equivalent related qualification in a relevant subject | Essential |
| • Significant experience in developing and delivering a strategic approach to policy and delivery | Essential |
| • Significant experience of policing, community safety and criminal justice policy | Essential |
| • Strong written and oral communication skills with the ability to communicate complex information concisely and clearly | Essential |
| • Politically astute with an understanding of public affairs | Essential |
| • Experience of successfully leading a multi-dimensional team | Essential |
| • Experience at a senior level in influencing decision makers | Essential |
| • Post graduate degree in a relevant subject area | Desirable |
| • Experience in influencing across government and wider political engagement | Desirable |

Other (Physical, mobility, local conditions)

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| • Ability to regularly travel nationally and across West Yorkshire to attend events as needed | Essential |
| • Be available outside normal hours to provide advice and support to the PCC | Essential |
| • Able to work flexibly to support the work of the OPCC | Essential |

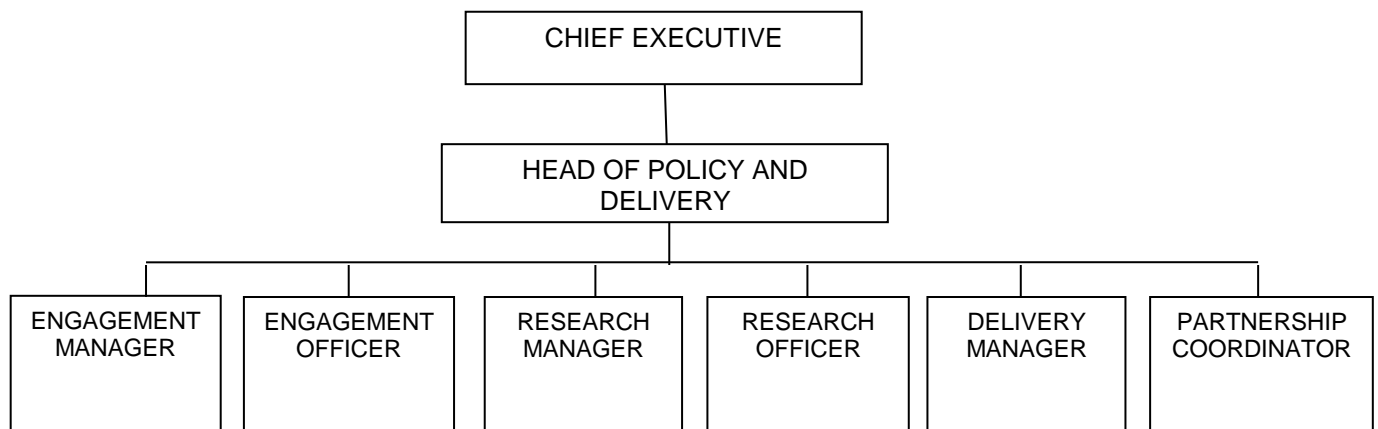
Expertise in Role - After initial development - Level 2

- Has effectively demonstrated a thorough understanding of the functions, responsibilities and policies of the OPCC, partner organisations and West Yorkshire Police and the context in which they operate
- Has clearly demonstrated an appreciation of the corporate governance arrangements that apply to policing and the role of the PCC in these arrangements
- Has effectively demonstrated the provision of advice to the PCC on effective partnership working, development and joint delivery
- Has effectively established a network, links to and credibility with key stakeholders and decision makers
- Has effectively demonstrated the ability to judge the impact of decisions on the reputation of the PCC
- Able to support colleagues in a range of activities to ensure the delivery of the Police and Crime Plan

Expertise in Role - After further development - Level 3

- Regarded as the subject matter expert for all matters relating to policy and delivery

Structure



PART B – SKILLS FOR JUSTICE OPCC PERSONAL QUALITIES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Competency	Level	Competency	Level
<ul style="list-style-type: none"> • Innovative and Open Minded • Deliver, Support and Inspire • Taking Ownership • Critically Analyse 	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	<ul style="list-style-type: none"> • Collaborative • Emotionally Aware 	<p>3</p> <p>3</p>

Level One = Practitioner; Level Two = Supervisor/ Middle Manager; Level Three = Senior Manager/ Executive

PART C - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	27/03/2019