

# ROLE PROFILE

<b>Role Title</b>	Delivery Manager	<b>Reporting to</b>	Head of Policy and Delivery
		<b>District/Department</b>	Office of the Police and Crime Commissioner (OPCC)
<b>Tenure</b>		<b>Rank/Grade</b>	POB

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Work across the Office of the Police and Crime Commissioner (OPCC) and with partners to provide collective evidence based measurable delivery of the outcomes and priorities of the Police and Crime Plan to make a real difference in West Yorkshire.
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<b>Key outputs for role</b>	<ol style="list-style-type: none"> <li>1. Responsible for managing and monitoring the approach to delivery within the OPCC, advising on what is needed in West Yorkshire to deliver on the outcomes and the priorities in the Police and Crime Plan and the OPCC resources are directed to making sure our communities are safe and feel safe.</li> <li>2. Responsible for leading delivery management, ensuring that the OPCC, police and partners are working effectively together to meet the OPCC's measures of success.</li> <li>3. Work closely with the Police and Crime Commissioner's (PCC's) Advisers, Research Manager, Engagement Manager and Partnership Coordinator to ensure that the OPCC delivers outcomes which benefit the needs of our communities and we understand what works for West Yorkshire, implementing best practice and policies to ensure we make a real difference.</li> <li>4. Build and maintain strong relationships with local decision makers and key stakeholders to identify where change is needed and to provide expert, professional advice to ensure delivery of our outcomes are successful.</li> <li>5. Support and continue to strengthen partnership working through the development of policy to drive delivery locally, including advising on the use of partnership monies, to deliver on the Police and Crime Plan.</li> <li>6. Work with the Deputy Police and Crime Commissioner (DPCC) and Head of Policy and Delivery to provide professional advice on the development of the Police and Crime Plan to ensure that the needs of our communities and partners are listened to and inform OPCC delivery.</li> <li>7. With a good understanding of current and emerging policy in policing, community safety and criminal justice, understand the change needed at a local level, and support the Head of Policy and Delivery to remove any barriers at a national level to deliver positive change locally.</li> <li>8. 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.</li> </ol>
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<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)	<ul style="list-style-type: none"> <li>• Manage an effective approach to delivery for the OPCC that supports delivery of the Police and Crime Plan.</li> <li>• Provide advice and support to the Head of Policy and Delivery and the Executive Team ensuring the Delivery Plan results in service delivery improvements.</li> <li>• Work closely with the DPCC.</li> <li>• Provide any other appropriate support necessary in line with their responsibilities, to enable the PCC to fulfil their role.</li> </ul>
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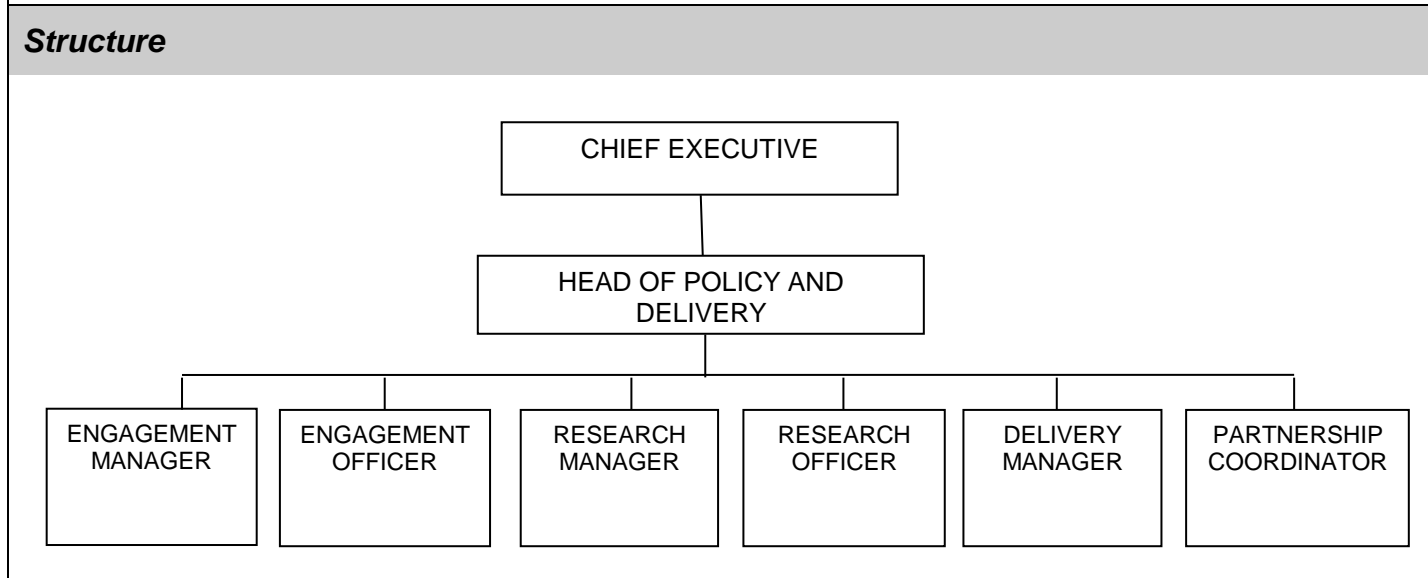
<b>Work/Business contacts</b>	<p><b>Internal:</b> PCC and staff across the OPCC, staff and officers across WYP.</p> <p><b>External:</b> Members of the public across West Yorkshire, other OPCCs, Community Safety Partnerships, Local</p>
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Criminal Justice Board, local authorities and other partners from across sectors, elected representatives, government departments, other public bodies, HMICFRS and APCC.

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Degree or equivalent related qualification in a relevant subject	Essential
• Significant knowledge/experience of community safety and criminal justice policy	Essential
• Proven ability to gather, analyse, interpret and report performance information to a variety of audiences, utilising different formats and media	Essential
• Effective communication and report writing skills	Essential
• Proven experience of delivery that realises benefits for communities	Essential
• Experience of partnership working to deliver positive change	Essential
• Experience of commissioning services	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Ability to travel across West Yorkshire and nationally 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

<b>Expertise in Role - After initial development - Level 2</b>
• 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 a clear appreciation of the corporate governance arrangements that apply to policing and the role of the PCC in these arrangements
• Has advised the PCC on effective partnership working, development and joint delivery
• Has established and utilised links and credibility with key stakeholders and decision makers to operate effectively in role
• Has demonstrated judgement in relation to the impact of decisions on the reputation of the PCC
• Has demonstrated an ability to support colleagues in a range of activities to ensure the delivery of the Police and Crime Plan
• Has developed commissioning skills that have supported delivery of the Police and Crime Plan

<b>Expertise in Role - After further development - Level 3</b>
• Regarded as the subject matter expert for all matters relating to the Delivery Plan that underpins the Police and Crime Plan



## PART B – COMPETENCIES & VALUES

<b>Competency and Values Framework –</b> <a href="http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf">http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf</a>			
<b>Competency</b>	<b>Level</b>	<b>Competency</b>	<b>Level</b>
<ul style="list-style-type: none"> <li>• Innovative and Open Minded</li> <li>• Deliver, Support and Inspire</li> <li>• Taking Ownership</li> <li>• Critically Analyse</li> </ul>	2 2 2 2	<ul style="list-style-type: none"> <li>• Collaborative</li> <li>• Emotionally Aware</li> </ul>	2 2

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

## PART C - ACCESS & VETTING

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