

ROLE PROFILE

Date accepted as Role Profile 030108

Role Title	Research Director	Reporting to	Chief Executive and Solicitor
Section	Chief Executive's Department	Division/Department	Office of the Police and Crime Commissioner
Tenure		Rank/Grade	POD

Part A – JOB DESCRIPTION

Overall purpose of role	To lead, manage and develop a research, policy and information capacity for the Office of the Police and Crime Commissioner, providing expert professional advice to the Commissioner.
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Key outputs for role

1. Act as lead officer for the Commissioner's Police and Crime Plan development and implementation.
2. Investigate and assess the operational performance of West Yorkshire Police, using discretion to alert the Commissioner to exceptional performance at a force, district or divisional level so that he can discharge his statutory functions effectively.
3. Maintain a detailed understanding of current and emerging policy across policing and crime issues, providing expert reports and briefings, making recommendations as appropriate so as to advise the Commissioner and officers of the impact of the Commissioners Community Outcomes Framework and influence strategic direction.
4. Identify, initiate, conduct and manage qualitative and quantitative research exercises; gathering, analysing and interpreting relevant data to inform the Commissioner's decision making and strategic planning.
5. Contribute to the scrutiny, direction and delivery of major change programmes, representing the Commissioner at strategic level.
6. Provide a professional market research capability through the supply of expert consultancy and advice within the OPCC and the force, commissioning and directing work so as to obtain soundly-based information in a cost-effective manner in a way that is responsive to the strategic priorities and needs assessments of partners.
7. Produce specified sections of the Police and Crime Plan, Annual Report and other corporate publications as required by the Commissioner.

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

- Lead, manage and, as appropriate, commission research projects.
- Co-ordinate and manage the activities of 2 direct reports.
- Required to lead, support and service the development of the Police and Crime Plan.
- Required to represent the Commissioner in strategic discussions with Command Team members and partners.
- Required to represent the Commissioner at national and regional meetings.
- Required to support the Commissioner on policy and performance development.
- Responsible for maintaining a flow of up-to-date performance information on the OPCC intranet and web-site.
- Operate as a member of the OPCC senior management team.

Work/Business contacts

Internal: The Commissioner, the Deputy Commissioner, Command Team, Heads of Department, Divisional Commanders and other senior officers of the Force.

External: Representatives of other OPCC's, National representative bodies, Home Office, Local Authority Officers and appropriate public bodies and organisations.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Degree level or equivalent in a related professional area. | Essential |
| • Membership of a professional body, e.g. Institute of Statisticians. | Desirable |
| • Proven experience of working in a management capacity. | Essential |
| • Knowledge/experience of police or similar public sector organisations. | Desirable |
| • Proven ability to gather, analyse, interpret and report information using computerised applications software | Essential |
| • Experience of designing and managing research projects within fixed deadlines. | Essential |
| • Experience of policy development | Essential |

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Other (Physical, mobility, local conditions)

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| • The ability to travel around the police area and attend regional and national meetings as and when required. | Essential |
| • Be available outside normal hours for professional advice and support | Essential |

Expertise in Role - After initial development - Level 2

- Thorough understanding of the functions, responsibilities and polices of the Office of the Police and Crime Commissioner, 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 Commissioners in these arrangements
- Can advise the Commissioner on policy and performance against a range of targets and wider strategic issues.
- Has developed a range of effective methods of researching, analysing reporting and presenting performance information.
- Has the ability to judge the impact of decisions on the reputation of the OPCC.
- Has established links and credibility with key individuals and partners.

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Structure



