

<b>ROLE PROFILE</b>	<b>OPCC CRIMINAL JUSTICE, PARTNERSHIP AND COMMISSIONING OFFICER</b>	
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## SECTION 1: PRINCIPAL RESPONSIBILITY

<b>Principal Responsibility</b>	<p>To contribute to the effective delivery of the Police and Crime Plan and to assist in the development and enhancement of the Office of the Police and Crime Commissioner's capability in criminal justice, commissioning services and promoting partnerships so as to enable the PCC to deliver efficient and effective policing of Devon, Cornwall and the Isles of Scilly. In particular to:</p> <ul style="list-style-type: none"> <li>• Represent the Police and Crime Commissioner at strategic meetings/seminars as directed and engage with partners on issues falling within the remit of the criminal justice, partnerships and commissioning portfolio</li> <li>• Lead on key areas of policy and programmes as required by the PCC, CEO and line manager</li> <li>• Assist partners to build capacity to deliver services within Devon and Cornwall, by providing advice and guidance on bidding for grants and funds</li> <li>• Monitor and report upon the impact of spending against contracts and grants awarded by the Police and Crime Commissioner</li> <li>• Contribute to the effective briefing of the Police and Crime Commissioner to ensure he/she is up to date on issues within the criminal justice, partnerships and commissioning portfolio</li> <li>• Support the work of the Police and Crime Commissioner in fulfilling any legal responsibilities, including the collection and analysis of data</li> <li>• Provide effective scrutiny of areas of police performance falling within the remit of the criminal justice, partnerships and commissioning portfolio and establish effective working links with relevant force officers</li> <li>• Provide effective scrutiny of areas of partnership performance falling within the remit of the criminal justice, partnerships and commissioning portfolio and establish effective working links with relevant representatives/staff from partner organisations</li> <li>• Develop, implement and report upon mechanisms for partnership engagement and public/victim consultation, obtaining/using quantitative and qualitative data</li> <li>• Assist in the production of the Police and Crime Commissioner's Annual report and the Police and Crime Plan</li> </ul>				
<b>Rank/grade</b>	9	<b>Location</b>	OPCC	<b>Vetting Clearance</b>	RV/ CTC
<b>Role-Specific Training and CPD to be undertaken.</b>					

## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

<b>Formal Qualifications required</b>	<ul style="list-style-type: none"> <li>• Degree level OR equivalent experience from which similar levels of knowledge and understanding can be exhibited.</li> </ul>
<b>Essential ICF Activities of the role</b>	<ul style="list-style-type: none"> <li>• Monitor and review organisational performance</li> <li>• Review external and internal environments</li> <li>• Prepare strategic position papers and briefings</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to policy formulation</li> <li>• Provide specialist advice and knowledge</li> <li>• Evaluate information to support action</li> <li>• Prepare and deliver presentations</li> </ul>	
<b>Essential experience and specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of the police service and the criminal justice system / partners</li> <li>• Previous experience working in complex partnership environments</li> <li>• Proven ability to engage readily with new contacts, quickly gaining and retaining their trust or respect and developing shared goals</li> <li>• An understanding of commissioning and contract / grant monitoring</li> <li>• Previous experience in performance monitoring, data gathering and data analysis</li> <li>• Excellent communication skills, both verbal and written, with the ability to impart complex information to a diverse and non-technical audience.</li> <li>• Proven ability to prioritise effectively</li> <li>• Proven ability of effective negotiation skills</li> <li>• Proven problem solving ability</li> <li>• Sound IT skills</li> <li>• Experience of working with diverse community groups</li> </ul>	
<b>Essential Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Strategic perspective</li> <li>• Openness to Change</li> <li>• Respect for race, diversity and human rights</li> <li>• Personal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Effective communication</li> <li>• Problem solving</li> <li>• Community and customer focus</li> <li>• Planning and organising</li> </ul>

## SECTION 3: ACTIVITIES & BEHAVIOURS

<b>Core Responsibilities</b>	<b>Activities</b> The role holder should effectively deliver these key requirements:
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<b>Managing the Organisation</b>	<b>Monitor and review organisational performance</b> Monitor and review performance to identify improvements in service delivery.
	<b>Review external and internal environments</b> Evaluate and improve the environment in which the Force operates taking into consideration stakeholders needs and expectations.
	<b>Analyse information</b> Analyse a range of information noting patterns and trends. Present the results in an appropriate format.
	<b>Monitor quality of service provision</b> Monitor the effectiveness and quality of service being provided against set standards. Identify areas for improvement and potential shortfalls and make appropriate recommendations in line with organisational policy.
	<b>Prepare strategic position papers and briefings</b> Prepare position papers and briefings in response to questions from senior personnel and others in accordance with legislation and Force protocols.
	<b>Participate in meetings</b> Prepare for and actively contribute within meetings in a clear, concise and relevant manner, ensuring decisions and actions are communicated to appropriate personnel.
	<b>Provide specialist advice and knowledge</b> Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of PCC priorities and enable compliance with PCC policy.

<b>Managing and Developing People</b>	<p><b>Prepare and deliver presentations</b> Prepare and deliver information to diverse audiences ensuring that you use an appropriate communication style, operate equipment correctly and represent the values of the Service.</p>
<b>Personal Responsibility</b>	<p><b>Promote equality, diversity and Human Rights in working practices</b> Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.</p>
	<p><b>Maintain standards of professional practice</b> Ensure your behaviour complies with Force values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.</p>
	<p><b>Work as part of a team</b> Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and Force objectives.</p>
	<p><b>Maintain standards for the management of information</b> Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation</p>
	<p><b>Make best use of technology</b> Make best use of technology in support of your role, ensuring correct operation and compliance with Force and legal requirements.</p>

## **BEHAVIOURS**

### **LEADERSHIP**

#### **Strategic perspective**

**C** Takes an interest in the organisation beyond own role. Acts in the best interests of the organisation as a whole, rather than just own area or department. Understands policies and procedures, and prepares for the consequences of own actions.

#### **Openness to change**

**B** Supports, promotes and puts into practice change. Introduces new ways of doing things and encourages others to accept them. Overcomes barriers to change.

#### **Negotiation and influencing**

**B** Uses logic and reason to influence others. Persuades people by using powerful arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes.

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### **WORKING WITH OTHERS**

#### **Respect for race and diversity**

**A**. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

#### **Teamworking**

**C** Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.

#### **Community and Customer Focus**

**B** Sees things from the customer's point of view and encourages others to do the same. Builds a good understanding and relationship with the community that is served.

#### **Effective communication**

**B** Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Checks for understanding.

### **ACHIEVING RESULTS**

#### **Problem solving**

**B** Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

#### **Planning and organising** -

**C** Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures

#### **Personal responsibility**

**B** Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.

#### **Resilience**

**B** Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.