



Chief Of Staff Role Information

JOB TITLE:	Chief of Staff Office of PCC	DIRECTORATE:	PCC
REPORTS TO:	Police & Crime Commissioner	Salary:	£65-75K
LOCATION:	Hoffmanns Way, Chelmsford		

1. Role Context

The role provides senior leadership for the staff of the Office of the PCC. This role is in regular contact with senior Essex Police officers and staff; external stakeholders from the public, voluntary and private sectors and particularly with community partners from the Essex, Southend and Thurrock Councils. The role must ensure the policies of the PCC are translated into key deliverables, co-ordinate with Essex Police and other partners to ensure delivery in a timely and efficient manner.

This post is also the statutory monitoring officer in respect of the Police & Crime Commissioner. This involves;

- ensuring lawfulness and fairness in decision making
 - providing advice to the PCC on the above
 - reporting to the PCC/CC on any proposal, decision, omission that is unlawful or representing maladministration. Such a report would have the effect of stopping the matter until it had been reconsidered.
 - promoting high standards of conduct
 - responsibility for registers of interest
 - dealing with complaints
 - advising the PCC on whether decisions are in accordance with the policy framework
- the monitoring officer signs decision sheets prior to PCC approval

Statutory Functions of the PCC include:

Strategic Planning

- Prepare and issue a police and crime plan
- Regularly review the plan
- Oversee and monitor the preparation of a police and crime budget

Holding the Chief Constable to account for:

- The functions of the chief constable, and of persons under the direction and control of the chief constable

- The exercise of the duty to have regard to the police and crime plan,
- The exercise of the duty to have regard to the strategic policing requirement
- The exercise of duty to have regard to the codes of practice issued by the Secretary of State
- The effectiveness and efficiency of the chief constable's arrangements for co-operating with other persons
- The effectiveness and efficiency of the chief constable's arrangements for engagement with local people
- The extent to which the Chief Constable achieves value for money
- The exercise of duties in relation to equality and diversity
- The exercise of duties in relation to the safeguarding of children and promotion of child welfare

Partnership Working

- To make a crime and disorder grant to any person
- Have regard to the relevant policies of each responsible authority
- Act in co-operation with responsible authorities
- Make arrangements with criminal justice agencies for the exercise of functions so as to provide an efficient and effective criminal justice system for the area
- Enter into collaboration agreements and review
- Provide advice and assistance to a body outside the UK

People

- Appoint, suspend, remove and manage complaints regarding the Chief Constable
- Appoint a Chief of Staff and Chief Finance Officer (CFO)

Information and Engagement

- Publish specified information in the time and manner specified, producing annual reports
- Provide the police and crime panel with any information which they may reasonably require
- Make arrangements for obtaining the views of people about matters concerning the policing of the area and their co-operation with the police in preventing crime and anti-social behaviour in that area
- The views of victims of crime
- Submit supporting documents to the Police and Crime Panel on the proposals of the Police and Crime Commissioner for expenditure before the first precept for a financial year is issued by the Police and Crime Commissioner.

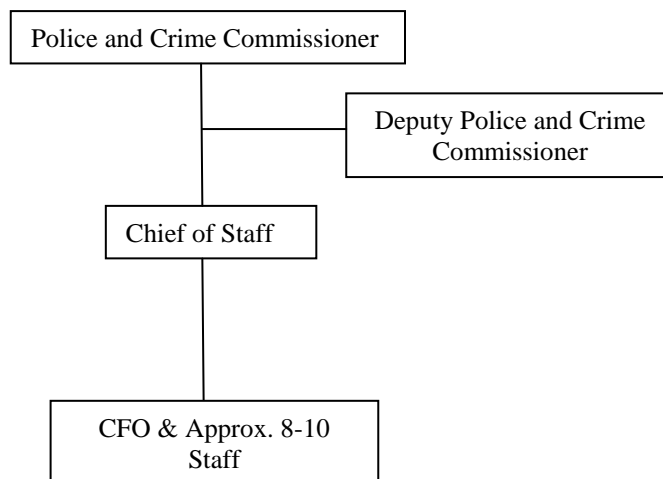
Finance

- Enter into agreements for supply of goods and services
- Receive grants for police purposes

- Receive grants for capital expenditure
- Receive national security grants
- Receive grants from local authorities
- Accept gifts or loans and borrow monies
- Issue a precept
- Receive financial assistance
- Do anything calculated to facilitate the exercise of their functions including entering into contracts and other agreements
- Acquiring and disposing of property

2. Office of the Police and Crime Commissioner for Essex

- Police and Crime Commissioner direct budget = £ 1.15M
- Essex Police Budget = £271.7 million
- Essex County comprises 14 districts including 2 unitary authorities
- 8-10 staff, under the direction of the Chief of Staff





3. Job Description

Chief Of Staff

Main Purpose of Role: To support the Police & Crime Commissioner in leading the operational delivery of the key PCC activities in relation to the development of the Police and Crime Plan, holding the Chief Constable to account for statutory functions, partnership working and senior police officer appointments.

Act as statutory monitoring officer for the Police & Crime Commissioner.

Main Responsibilities:

1. Through dynamic leadership, direct and lead the PCC work streams, business planning, setting of targets and working processes, achieving high levels of performance.
2. Provide strategic direction and leadership ensuring that the PCC office is strategically managed and responsive to the PCC's corporate aims, objectives and requirements providing high standards of service to the public on behalf of the PCC, in particular, the communications responding to members of the public.
3. As head of the PCC's staff, manage and motivate team and individual performance, providing direction and leadership, participating in recruitment and selection, undertaking staff appraisals, addressing welfare, capability and discipline issues, advising on personal development, training and coaching, including the quality assurance, dip testing, assessment, allocation and throughput of work to enhance individual and team competencies, in order to maximise performance from individuals, enable a consistent high quality performance and ensure that a professional and efficient service is provided at all times.
4. Provide expert advice to enable the Commissioner to meet their statutory obligations under the Police Reform & Social Responsibility Act 2011 in relation to the Police and Crime Plan, holding the Chief Constable to account, partnership working and financial scrutiny.
5. Develop, promote and maintain effective working relationships with key internal and external stakeholders, staff associations, trade unions, politicians and external collaborative partners and organisations as required, in order to further the aims and objectives of the PCC.
6. Support the PCC with the development and shape of the future strategy and PCC financial and business planning.
7. To monitor and recommend changes to policy and practice in response to changes in the law and Home Office guidelines affecting the office of the PCC.

8. To liaise with equivalent officers for other PCCs to develop best practice.

Necessary Experience:

The Chief of Staff will be educated to degree level and it is desirable to be a solicitor, or hold a relevant professional qualification. The post holder will also be an expert in their profession with experience and achievement of managing complex working environments and delivering successful performance outcomes. Strong business leadership, team building and inspiring a performance management culture with dynamic people management strategies are vital.

This role requires substantial senior management experience with exemplary interpersonal skills. The post holder will be required to have a strategic outlook to support the PCC delivering their policies and priorities.

The post holder must be enthusiastic, self motivated with high levels of drive and commitment to succeed at building relationships and confidence in the centre. The role will also be instrumental in building external relationships with Essex Police, public and private sector contacts.

Competencies (Person Specification):

Serving the public
Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic local stakeholders, developing partnerships and ensuring people can engage with the police at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.
Leadership - Leading change
Establishes a clear future picture and direction for the operational unit, focused on delivering the force vision and strategy. Identifies and implements change needed to meet force objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and force needs. Encourages creativity and innovation within the Operating Unit.
Leadership - Leading people
Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.
Leadership - Managing Performance
Creates a clear plan to deliver operational unit performance in line with force strategy and objectives. Agrees demanding but achievable objectives and priorities for the operational unit, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.
Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within the operational unit. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions. Demonstrates courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure.

Decision making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.