

## **Executive Director / Chief of Staff Role Profile**

**Grade:** SPS 10      **Reports to:** Police & Crime Commissioner

**Location:** OPCC

**Responsible for:** The professional and administrative staff within the Office of the Police & Crime Commissioner (approximately 8 staff).

### **Special requirements :**

This post is also the statutory monitoring officer for 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 policy framework.

### **Essential Experience:**

The Executive Director / Chief of Staff will be educated to degree level and it would be desirable to be a solicitor, or hold another relevant professional qualification. The post holder will also be a specialist 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 and self-motivated with high levels of drive and commitment to succeed at building relationships and confidence with key stakeholders. The role will also be instrumental in building external relationships with Essex Police, public and private sector contacts.

Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to a vetting assessment every 12 months. National security vetting clearances are reviewed every 5 years.

### **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.

## **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.

Postholders need to be aware of their responsibilities towards Essex Police Information Technology Security Policy, Computer Misuse Act 1990, Copyright Designs and Patents Act 1988, Police and Criminal Evidence Act, Data Protection Act 1998, Health and Safety at Work Act 1992 and Official Secrets Act 1989.