



APPOINTMENT OF CHIEF EXECUTIVE

COMPREHENSIVE ROLE PROFILE

1. Post Overview

Post: Chief Executive

Accountable to: The Police and Crime Commissioner for Suffolk

Location: Police Headquarters, Martlesham Heath, Suffolk

2. Role Purpose

- The role is statutorily established by Schedule 1, paragraph 6 to the Police Reform and Social Responsibility Act 2011;
- The person appointed to the role will discharge the responsibilities provided for by:
 - Schedule 1, paragraph 6 to the 2011 Act (Chief Executive);
 - Section 5 (1) Local Government and Housing Act 1989 (Monitoring Officer);
 - Section 4 (1A) Local Government and Housing Act 1989 (Head of Paid Service);
 - Article 37 of Regulation (EU) 2016 / 679 (UK General Data Protection Regulation) (Data Protection Officer).

And as set out in:

- [The APACE statement on the Role of the Chief Executive and Monitoring Officer for the Police and Crime Commissioner.](#)

3. Main Duties and Responsibilities

- To advise and support the Police and Crime Commissioner on their strategic priorities and to lead on the delivery of those priorities.
- To ensure the efficient and effective delivery of the Police and Crime Plan.

- To be the principal advisor to the Police and Crime Commissioner in the exercise of their statutory duties, powers and responsibilities as summarised in [The Policing Protocol Order 2011](#) and ensure the delivery thereof.
- To maintain efficient and effective governance arrangements in respect of the Police and Crime Commissioner's responsibilities.
- To undertake the roles of Monitoring Officer, Head of Paid Service and Data Protection Officer.
- To ensure the running of an efficient and effective Office of the Police and Crime Commissioner.
- To give clear, visible and effective leadership to the Office of the Police and Crime Commissioner.
- To deliver arrangements for the appointment of the Chief Constable, their terms and conditions of service and any matters relating to discipline.
- To develop and maintain relationships at a senior level as appropriate with the Constabulary, partners, organisations and stakeholders at a local, regional and national level.

4. Behaviours

The role is expected to understand and act within the ethics and values of the police service.

The Competency and Values Framework (CVF) for policing published by the College of Policing has six competencies that are clustered into three groups. Under each competency are three levels that show how the behaviours will look in practice. [College of Policing – Competency and Values Framework - 2016](#)

The role should operate at the following levels of the CVF:

Resolute, compassionate and committed

- we are emotionally aware Level 3
- we take ownership Level 3

Inclusive, enabling and visionary leadership

- we are collaborative Level 3
- we deliver, support and inspire Level 3

Intelligent, creative and informed policing

- we analyse critically Level 3
- we are innovative and open-minded Level 3

5. Person Specification

Experience

- Experience of leadership and operational management at a high level;
- Proven track record of leading significant strategic development and operational delivery;
- Experience of working at a strategic level with partner organisations;
- Experience of working with statutory and compliance bodies;
- Experience of analysing legislation, statutory guidance and complex issues and providing advice and counsel to senior leaders;
- Experience of good corporate governance;
- Evidence of relevant, continuing professional development.

Skills and Knowledge

- Exceptional verbal, written and presentational skills;
- Exceptional negotiating, influencing and engagement skills;
- The ability to act with tact and diplomacy and maintain confidentiality in a politically and operationally sensitive environment;
- Exceptional organisational and planning skills in order to balance workload and priorities;
- Exceptional ability to analyse and interpret legislation, statutory guidance and other complex information and give clear, objective and practical advice;
- Knowledge and understanding of the importance of scrutiny, audit and good corporate governance.
- Knowledge of the statutory and legal environment in which the Chief Executive role operates and the ability to confidently apply that knowledge.

6. Qualifications

- Educated to professional / degree level in a relevant discipline, or the equivalent level of experience.

7. Special Points of Note

- The post of Chief Executive is politically restricted. The Local Government and Housing Act 1989 imposes restrictions on public political activity by the holders of such posts. The restrictions imposed include:
 - Becoming or remaining a member of a Local Authority, the House of Commons or Police and Crime Commissioner;
 - Announcing or allowing others to announce, one's candidature for one of the aforementioned offices;
 - Holding office in a political party;
 - Canvassing at elections; and
 - Speaking or writing publicly on matters of party political controversy.
- The purpose of this comprehensive role profile is to indicate the general level of the duties and responsibility of the role. The duties may from time to time vary without changing the general character of the role or the levels of responsibility;
- Whilst the role is normally based at Martlesham Heath, you may be required to work at other establishments within Suffolk as may be reasonably required;
- Appointment to this post is subject to a confirmation hearing by the Police and Crime Panel;
- The postholder must be able to travel around the county, region and nationally;
- The post is subject to vetting approval.

Chief Executive

April 2023