



INFORMATION FOR APPLICANTS

General

1. The Police and Crime Commissioner's Chief Finance Officer is a statutory officer.
2. The post is not time-limited.
3. The post is a politically restricted post.
4. The post is a part-time post (3 days per week) and the details will be finalised by agreement between the Police and Crime Commissioner and successful candidate.
5. The salary for the post at the part-time rate is £48,711.60, (the full-time rate is £81,186).
6. The closing date for applications is 4pm on Monday 14 February 2022.
7. Information on the work of the Police and Crime Commissioner can be found at <https://suffolk-pcc.gov.uk>
8. For an informal discussion about the role, you may contact the Chief Executive Christopher Jackson on 01473 782770 or email christopher.jackson@suffolk.police.uk
9. Completed applications should be submitted electronically to hroperations@norfolk.police.uk
However if you need to submit your application in hard copy then you should place the monitoring form inside a separate sealed envelope marked with your name and post to Kate Fitzsimons, Office of the Police and Crime Commissioner, Police Headquarters, Martlesham Heath, Ipswich IP5 3QS.
10. The Police and Crime Commissioner supports equal opportunities and would welcome applications from all eligible persons irrespective of gender, race, ethnic origin, religious belief, sexual orientation, marital status, age, disability or any other protected characteristic under the Equality Act 2010.

Selection Process

1. The appointment will be handled by the Police and Crime Commissioner who will be advised and assisted by the PCC Chief Executive and others as appropriate at different stages of the process.
2. Applications will be shortlisted against the eligibility requirements and person specification as set out in the Comprehensive Role Profile.
3. The assessment and selection process will take place on 23 and 24 March 2022 and will be designed to measure the extent to which shortlisted applicants meet the values and competencies within the Competency and Values Framework and as applicable to the post. Applicants should make a note of these two dates for their availability. Shortlisted applicants will be advised nearer the time of their precise date for interview.
4. The appointment of the successful candidate is conditional upon references, vetting approval and a statutorily required confirmation hearing by the Police and Crime Panel.
5. Under the Equality Act 2010 we are required to consider the provision of reasonable arrangements that may facilitate your application for this role. Please email hropertions@norfolk.police.uk quoting the vacancy reference, and advising if there are any specific requirements that you may have. We will consider whether these arrangements could be put in place.