

**EXECUTIVE ASSISTANT
TO POLICE AND CRIME COMMISSIONER AND CHIEF EXECUTIVE
SALARY £33,495**

Applications are sought for this full time vacancy (37 hours per week) in the Office of the Police and Crime Commissioner (OPCC), based at Police Headquarters, Martlesham.

The Police and Crime Commissioner (PCC) is accountable to the electorate of Suffolk for ensuring policing services provided by Suffolk Constabulary are efficient and effective.

The successful candidate will provide highly efficient and professional administrative support to the PCC, Chief Executive and other senior staff; as well as delivering the committee administration function to the OPCC.

An experienced, enthusiastic and self-motivated person is required who possesses a proven track record in a similar role in an executive level office environment.

The closing date for completed applications is 2pm on Monday 8 November 2021.

For an informal discussion about the post or an application pack, please contact Anna Parkinson via email on anna.parkinson@suffolk.police.uk.

Completed applications should be returned by email to hroperations@norfolk.police.uk