

JOB DESCRIPTION

Post:	Policy and Commissioning Officer
Grade:	Salary £38,000
District/Department:	Office of the Police and Crime Commissioner
Location:	Police Headquarters, Martlesham Heath, Suffolk
Reporting to:	Head of Policy and Performance and Head of Commissioning and Governance

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

- To support through research and analysis and deliver areas of policy work and service commissioning.
- To play a key role in delivering, managing and renewing the Police and Crime Commissioner's commissioning strategy.
- To play a key role in developing policy with the Office of the Police and Crime Commissioner (OPCC) and with particular regard to the delivery of the Police and Crime Plan

2. Main activities of the role (this is a non-exhaustive list)

- Provide advice, analysis, and briefing to the OPCC Senior Management Team on victims matters, policy and crime issues, community safety and criminal justice matters, to inform policy and commissioning direction.
- Respond, as directed, to requests for information from the Victims Commissioner, Domestic Abuse Commissioner, the Ministry of Justice and others as required. This would include completing or analysing returns relating to victims' services activity.
- Work with Head of Policy and Performance and Head of Commissioning and Governance to translate requirements from new legislation to take forward appropriate policy positions and processes, with partner agencies, to fulfil OPCC obligations.

- Evaluate tender responses, grant applications and related monitoring data to commission and maintain appropriate service provision.
- Manage relationships with contractors and grant recipients as required.
- Draft tailored responses for key stakeholders including the Ministry of Justice (MOJ), Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS), and the Association of Police and Crime Commissioners (APCC) in line with the Police and Crime Plan and Commissioning Strategy.
- Support the OPCC to respond to the requirements of the Police and Crime Panel and liaise with the Constabulary in preparing information.
- Support the Head of Policy and Performance with analysis to assist the Police and Crime Commissioner in his role in holding to account the Chief Constable for an efficient and effective police service.
- Produce reports and meet other requirements for the efficient and effective corporate governance of the OPCC.
- Deputise for the Head of Commissioning and Governance and Head of Policy and Performance at partnership meetings and boards with relevant public, private and voluntary sector organisations at a local and regional level to deliver the Police and Crime Plan. This will require the consideration of papers, updating partners on OPCC activity and debriefing colleagues on actions arising and take those forward.
- Actively seek out opportunities to apply for government funding streams and undertake bid preparation, due diligence and monitoring with relevant partners.
- To support appropriate communications with partners and the Police and Crime Commissioner's commissioning and grant-giving activity, in liaison with the Head of Communications and Engagement and Head of Commissioning and Governance.

3. Special Conditions / Points to Note

- The purpose of this job description is to indicate the general level of the duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character of the role or level of responsibility entailed.
- The post holder will normally be required to work standard hours but may be required to work at other times as required by the exigencies of the role.
- The post is politically restricted.