

### **PERSON SPECIFICATION**

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

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### **EXPERIENCE**

- Experience with policy / research / analysis and commissioning / grant-making.
- Experience of working in a political environment and commissioning with senior leaders.

### **QUALIFICATIONS**

- Educated to degree level or professional qualifications.
- Evidence of commissioning professional development preferably in policy and commissioning.

### **SKILLS, KNOWLEDGE AND PERSONAL QUALITIES**

- The ability to understand and analyse complex information and financial data quickly.
- To give clear, concise and authoritative advice and be able to negotiate and exert influence when required.
- Confidence working under pressure, to deadlines and while managing multiple issues simultaneously.
- A track record of delivery on time and with excellent organisational skills.
- Highly developed written and oral communications skills with an ability to write clear and concise reports and policies including responses to consultations.
- Excellent IT skills including particularly Microsoft Excel and other Microsoft office applications.

- The ability to interpret and present statistical and qualitative data.
- Good research, analytical and formal evaluation skills, including the ability to access information from a variety of sources and assess what is important and should be considered in the development of a policy and commissioning decision.
- Sound problem-solving skills and the ability to make good decisions quickly and autonomously.
- Ability to act with integrity and maintain appropriate confidentiality.
- Ability to represent the organisation in a highly professional manner.
- An understanding of the role of the Police and Crime Commissioner in the broader policy, criminal justice and community safety landscape.

#### **OTHER FACTORS**

- Ability to work additional hours on occasions.
- Ability to work at home if required.
- Understanding of confidentiality and GDPR.
- Holder of driving licence.