

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.](#)
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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.

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 and elsewhere 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.