

### **JOB DESCRIPTION**

<b>Post:</b>	Head of Policy and Performance
<b>Grade:</b>	<b>Salary £55,461</b>
<b>District/Department:</b>	Office of the Police and Crime Commissioner
<b>Location:</b>	Police Headquarters, Martlesham Heath, Suffolk
<b>Reporting to:</b>	Chief Executive

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### **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

Principal purpose of the role

- To lead on all matters relating to policy and performance.
- To be responsible for the development, implementation and performance management of the Police and Crime Plan.
- To represent the Police and Crime Commissioner (PCC) and Office of the PCC (OPCC) at appropriate meetings and partnerships at a local, regional and national level.
- To ensure the OPCC contributes effectively to the national consideration of issues concerning policy and performance and keeping the PCC apprised of relevant national, regional and local developments.
- To identify opportunities to work in partnership with other organisations in developing policy responses and providing outcomes and, where appropriate, managing external contracts for particular pieces of work.
- To manage particular projects and provide input into key organisational projects as required.
- To deputise for the Chief Executive externally and internally as directed and provided for by the Chief Executive.

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

#### Policy

- To lead on the identification, research, analysis, development, consultation on, and impact assessment of, key priorities or policy themes in a structured, effective and efficient manner in line with the police and crime objectives of the PCC.
- To be responsible for the production of the Police and Crime Plan to accord with all relevant requirements be they statutory or otherwise.
- To research, develop and deliver action plans and drive these forward proactively, liaising with partners and stakeholders, developing processes to monitor effectiveness and policy review.
- To review key sources and advise on potential options or actions for consideration, and prepare analyses, briefings, reports, draft responses and commentary as required.
- To develop innovative policy in a proactive way in strategically important areas to deliver the PCC's vision.

#### Performance

- To support the PCC in holding the Chief Constable to account for an efficient and effective police service through the management of an appropriate performance management and scrutiny framework.
- To be responsible for ensuring robust processes are in place to monitor and evaluate progress against the delivery of the Police and Crime Plan.
- To work with the Chief Constable to ensure that the operational policing plan aligns to the Police and Crime Plan, and to develop a performance framework for monitoring the operational policing plan.
- To perform the role of strategic lead in respect of complaints.
- To ensure robust monitoring of complaints and disciplinary matters takes place and provide briefings to the PCC as required.
- To perform the role of lead officer for interfacing with HMICFRS, to ensure where appropriate and relevant that responses to HMICFRS reports are produced and published and that all necessary steps are taken to monitor compliance by the constabulary with such reports.

## Corporate Management and Other

- To deputise for the Chief Executive externally and internally as directed and provided for by the Chief Executive.
- To manage, supervise and develop staff, providing training and mentoring as appropriate.
- To assist in the running of events organised by the OPCC.
- Any other duties that are commensurate with the role and grade as may be requested by the Chief Executive.
- To travel as appropriate to support the delivery of the functions of the OPCC.
- To provide strategic level briefings to the Police and Crime Panel and other relevant bodies as appropriate.

## 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.
- Whilst the role is normally based at Police Headquarters, you may be required to work at other establishments as may be reasonably required.
- 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 and subject to vetting.