

PERSON SPECIFICATION

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

EXPERIENCE

- Experience of working in a political environment at a senior level.
- Proven experience and/or knowledge within a local authority, policing or relevant public or voluntary sector organisation.
- A background in policy and monitoring performance of strategic plans, and relevant knowledge of policing and crime policy.
- Experience of collaboration and partnership working across a wide range of organisations and providers.

QUALIFICATIONS

- Educated to degree level or professional qualifications.

SKILLS, KNOWLEDGE AND PERSONAL QUALITIES

- Ability to research, develop, analyse, interpret and present complex information and data.
- Ability to apply procedures, and critically appraise services' performance against agreed standards, giving clear advice, options and strategies for improvement where appropriate.
- Strong interpersonal and negotiation skills to be applied to a wide range of providers, across both the statutory and non-statutory sectors.

- The ability to advise, persuade and influence stakeholders in a professional and effective manner and in a way that establishes confidence, credibility and trust.
- Excellent 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 decision.
- Excellent problem-solving skills and the ability to make decisions quickly and autonomously.
- Confidence working under pressure, to deadlines and while managing multiple issues simultaneously.
- Ability to identify opportunities to work in partnership with other organisations to develop and implement policy responses.
- 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.
- 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 be flexible to respond to changing priorities.
- Understanding of confidentiality and GDPR.
- Holder of driving licence.