



AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Role Profile

JOB TITLE:	Senior Commissioning and Policy Officer
REPORTS TO:	Head of Commissioning and Partnerships Team
SUPERVISORY	
RESPONSIBILITIES:	1
LOCATION:	Police & Crime Commissioner's Office
SCALE POINT:	35 – 42
SALARY:	£39,585.00 - £ 47,058.00 depending on experience
TERM:	Maternity cover 18 months fixed term contract or secondment, full-time

PURPOSE FOR THE ROLE:

To lead for the OPCC on a range of commissioning projects and policy areas while providing advice to the PCC and colleagues on designated portfolios.

MAIN RESPONSIBILITIES:

Commissioning

- To commission parts of the Police and Crime Plan allocated by the Head of Commissioning and Partnerships including responsibility for the full commissioning cycle;
- To act as lead commissioner for a range of (O)PCC commissioned services, as allocated;
- To support and advise on other commissioning activity as required to meet the aims and objectives of the (O)PCC

Partnership working

- To be responsible for relationship with relevant partners, including Community Safety Partnerships, Clinical Commissioning Groups, Directors of Public Health and Health and Wellbeing Boards, other Police Forces etc.
- To represent the PCC on strategic partnerships as required, including Community Safety Partnerships, Health and Wellbeing Boards and Joint Commissioning Groups etc
- To lead liaison with voluntary sector organisations within designated portfolio area;
- To be responsible for effective liaison with national bodies, such as the Association of Police and Crime Commissioners, Local Government Association in relevant portfolio areas and supporting national work streams as required;



Policy, Oversight and Scrutiny

- To develop effective relationships with relevant parts of Constabulary and advise the PCC and OPCC colleagues on designated portfolio areas;
- To undertake policy development, and provide advice/briefing on matters within portfolio (or as directed) to support the Head of Commissioning and Partnerships Team/CEO/PCC in developing /delivering the business of the OPCC;
- To lead on specific portfolio work as relevant and agreed by the PCC / OPCC SLT
- To support the strategic planning and performance monitoring activity of the OPCC;
- Other ongoing scrutiny work;

Other

- To support the consultation and engagement work of the OPCC as directed by the Head of Commissioning and Partnerships Team;
- To advise the PCC and OPCC colleagues on public correspondence within designated portfolio area;
- To undertake and lead specific project work as instructed by the Head of Commissioning and Partnerships Team;
- To lead and manage staff and project teams as required

PERSON SPECIFICATION:

All round strategic management skills, advisory abilities and experience are required. The Police & Crime Commissioner is looking for a person who can evidence that they have the following competencies:

	Competency	Essential or Desirable
	Knowledge	
1	Educated to degree level or equivalent level of experience of working at a senior level in a specialist area.	Essential
2	Knowledge and experience of undertaking complex commissioning, working with partners and delivery structures relevant to the role of the Police and Crime Commissioner.	Desirable
3	Relevant knowledge of policing and crime policy and ability to interpret and advise on specific issues as required.	Essential
	Skills	
4	Excellent organisational skills including the ability to work under pressure and balance competing demands.	Essential
5	Effective team player.	Essential



6	Ability to communicate (both written and verbally) complex and specialist information to a range of audiences through various mediums.	Essential
	Experience	
7	Experience of working in a high profile political environment.	Essential
8	Experience of leading and managing complex commissioning services.	Essential
9	Ability to influence, negotiate and drive change at an organisational level.	Essential
10	Experience of effectively working with other individuals and organisations on key strategic projects.	Essential
11	Experience of undertaking consultation and engagement activities.	Desirable
12	Experience of undertaking oversight and scrutiny processes.	Desirable

Staff Code of Conduct

You will comply with the Staff Code of Conduct as varied from time to time, it is expected that the OPCC as a public authority supports the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

Our mission:

- We improve
- We listed
- We innovate
- We lead
- We challenge

Our vision:

Excellent victim support, better policing and fairer criminal justice services for all.

Our values:

Openness – We will always be transparent and open about the work we do, our services and how we support our communities.

Partnership – We will work with the police and key partners to provide better services to local people.

Compassion – We will continue to take a compassionate approach to commission the most effective support services for victims and survivors.

Courage – We are the voice of local people in policing and we will always share concerns, issues and feedback to the police and partners.



The Principles of Standards in Public Life are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Political restriction

Please note this is a “politically restricted post” in accordance with Local Government & Housing Act 1989.