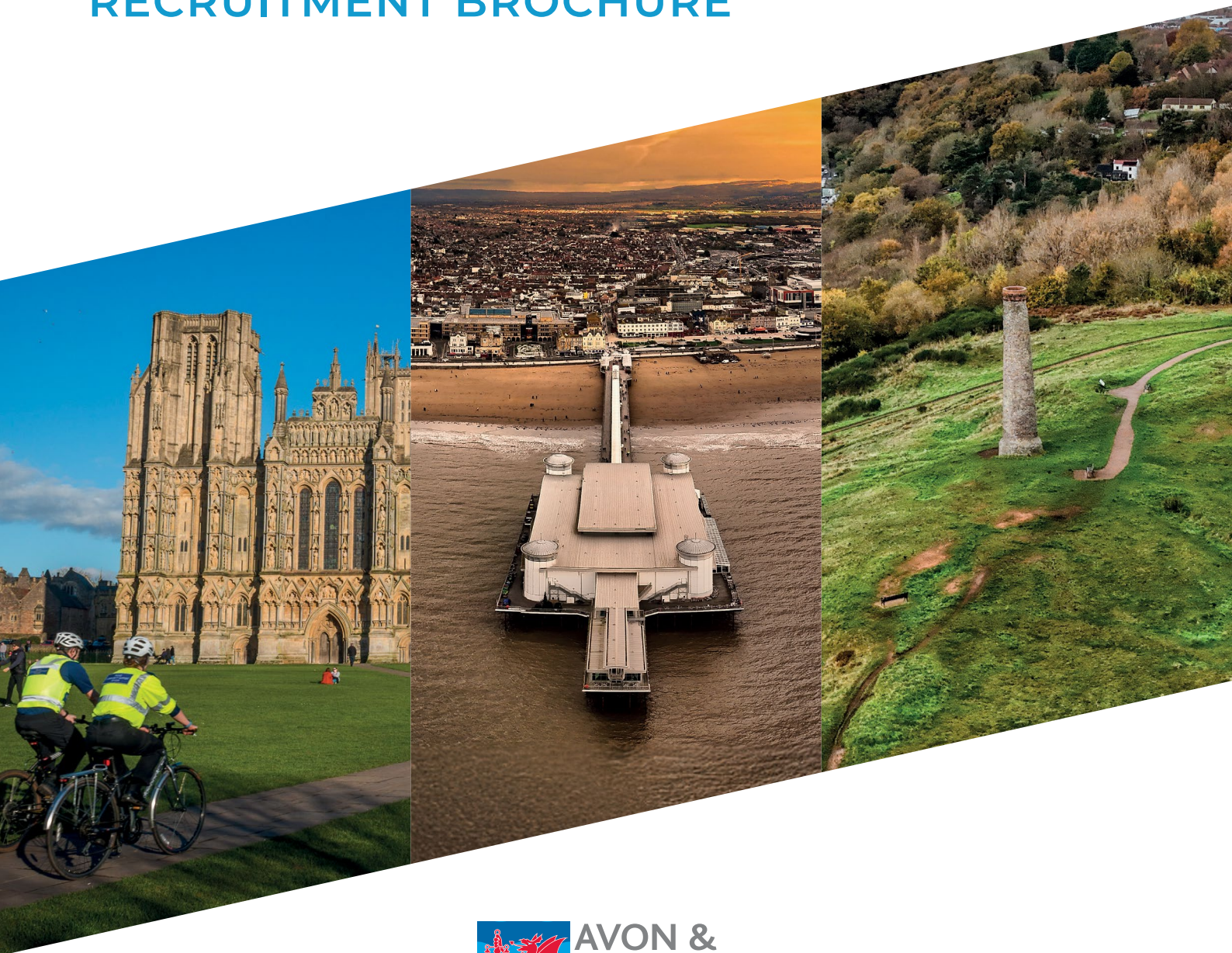


CHIEF EXECUTIVE RECRUITMENT BROCHURE



**AVON &
SOMERSET**
POLICE & CRIME
COMMISSIONER



OPENNESS



PARTNERSHIP



COMPASSION



COURAGE

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**AVON &
SOMERSET**
POLICE & CRIME
COMMISSIONER

Foreword from PCC Clare Moody

I am looking to appoint a Chief Executive who has a strategic mindset and a track record of consistent achievement at a senior management level.

This is an opportunity for an inspirational leader to work directly with me to deliver on the ambitions in my Police and Crime Plan.



Key Responsibilities:

- Lead the OPCC with vision and integrity, ensuring alignment with the PCC's Police and Crime Plan.
- Provide expert advice to the PCC and Deputy PCC on policy, governance, and statutory matters
- Oversee strategic partnerships with local authorities, criminal justice agencies, health services, and government
- Ensure effective commissioning of services
- Promote transparency, equality, and diversity across all OPCC operations
- Represent the OPCC at regional and national forums, including the Home Office and the APCC

What We're Looking For:

- Proven senior leadership experience in a complex, multi-disciplinary organization
- Expertise in strategic planning, performance management, and corporate reputation
- Strong understanding of governance in a politically led environment
- Demonstrable success in stakeholder engagement and partnership working
- Commitment to public service values, including integrity, accountability, and openness

This is a politically restricted post under the Local Government & Housing Act 1989.

Applicants must be willing to work flexibly, including some evenings and weekends.

Ready to Make a Difference?

If you are a visionary leader with a passion for public service and a track record of delivering strategic impact, we want to hear from you.

Apply now to lead the OPCC into its next chapter of excellence and innovation.

I hope that you find the information in this application pack useful and I look forward to receiving your completed application.

A handwritten signature in black ink that reads "Clare Moody". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clare Moody
Police and Crime Commissioner

The Role of the PCC



The role of the Police and Crime Commissioner (PCC) is to be the voice of local people in policing and to hold the Chief Constable to account. The aim of all PCCs is to ensure the delivery of an effective and efficient police service within their force area.

PCCs are responsible for the 'totality of policing' but it is important that they enable the police service and Chief Constable to operate independently.

PCCs will ensure that the police meet the communities needs effectively. They work in partnership with a range of agencies and organisations at local and national level to ensure there is a unified approach to preventing and reducing crime.

By law ([the Police Reform and Social Responsibility Act 2011](#)), PCCs must do certain things including:

- Secure an efficient and effective police service for their area
- Appoint the Chief Constable, hold them to account for running the force and, if necessary, dismiss them
- Set the police and crime objectives for their area through the [Police and Crime Plan](#)
- Set the force budget and determine the precept (the policing aspect of the council tax budget)
- Contribute to national and international policing capabilities set out by the Home Secretary
- Bring together community safety and criminal justice partners to make sure local priorities are joined up

The Role of the OPCC

The Office of the Police and Crime Commissioner (OPCC) is run by a dedicated team who support the Police and Crime Commissioner (PCC).

The team support:

- Strategic financial policy
- Performance, monitoring and scrutiny
- Governance and compliance
- Commissioning, grant funding and partnerships
- Communications and engagement
- Audit and general administrative duties.

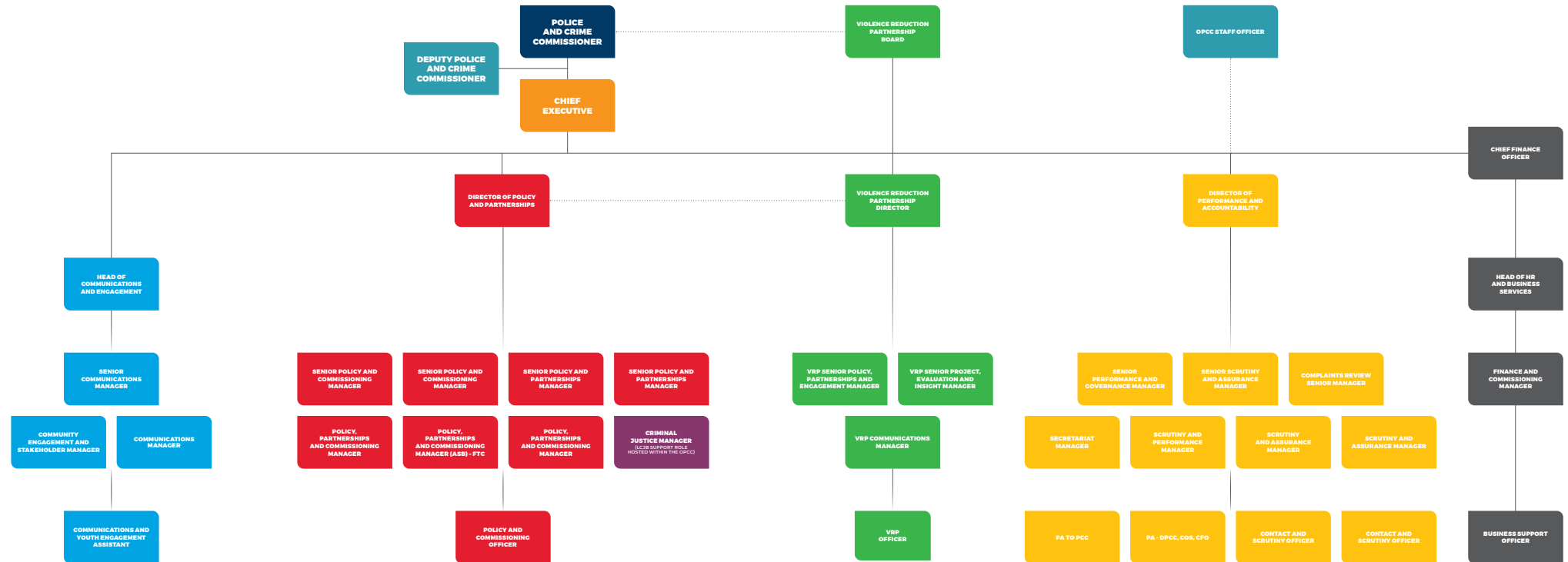
The OPCC is led by a Chief Executive whose responsibility is to manage the staff and provide a monitoring role to ensure standards remain high.

The team also includes a Chief Finance Officer to advise the PCC on financial matters and the impact on any decisions regarding the budget, spending and commissioning.

The PCC and OPCC occupy a suite of offices at Police Headquarters in Portishead.

More information about the [OPCC Role of the OPCC – OPCC for Avon and Somerset](#).

OPCC Organisational Chart



About the OPCC

Mission, Vision and Values

Our Mission

- We listen
- We challenge
- We improve
- We lead
- We innovate

Our Vision

Excellent victim support, accountable 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 Seven Principles of Public Life

Our values are driven by the 'Seven Principles of Public Life':

- Accountability
- Integrity
- Selflessness
- Leadership
- Honesty
- Objectivity
- Openness

Police & Crime Plan

PCCs have a legal duty to publish a [Police and Crime Plan](#) and keep it under review; the Plan sets the strategic priorities and objectives for the area. The Avon and Somerset Police and Crime Plan has five priorities:



Strengthen neighbourhood policing to provide a visible police presence, engage with communities, and tackle ASB.



Reduce violent crime, with a specific focus on (a) male violence against women and girls and (b) serious youth violence.



Prevent crime by working together with other organisations and the public to build safer communities



Support victims to ensure they get the help they need when they need it



Improve standards of policing so that people receive a fair and effective service

Each priority has several objectives aligned to them and the overarching objectives are to reduce crime and harm, have more confident communities and safer places and effective policing and partnerships.

An implementation plan has also been developed which sets out the key actions which will be taken to deliver against this [Police & Crime Plan](#).

About Avon and Somerset

Avon and Somerset covers a large area – spanning almost 4,800 square kilometres – in the South West of England. It is a microcosm of the whole country, with cities, market towns, coastal towns, rural areas and national infrastructure and events.

It is a geographically diverse area and is culturally rich, historic and vibrant. Across the whole of Avon and Somerset almost a quarter of the population live in rural areas. However, this varies greatly by Local Authority ranging from Bristol, which is wholly urban, to Somerset where almost half the population lives in rural areas.

The latest population estimates (as at June 2024) show the resident population to be 1.8 million; this is across 734,000 households. At the time of the 2021 Census, there were 160,000 people from Asian, Black, Mixed or Other minority ethnic backgrounds in Avon and Somerset, representing 9.2% of the population. This is less ethnically diverse than across England and Wales as a whole. However, diversity is increasing and there are significant differences across areas: in Bristol 18.9% of the population were from minority ethnic backgrounds. There is also a large diversity in the age of the population where Bristol has a median age of 34 and Somerset has a median age of 47.



Role Profile

Job Title:	Chief Executive (CEO)
Reports to:	Police & Crime Commissioner (PCC)
Team:	Staff of the Office of the PCC (OPCC)
Location:	Office of the Police & Crime Commissioner (OPCC)
Salary:	£115,000
Term:	Permanent
Hours:	Full time. Due to the nature of the role, the applicants will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.

Job Description

Main Purpose of the role:

To give strategic direction and inspiration to a motivated and very capable team. To deliver against the legislative demands and transformational ambitions of the PCC, as outlined in the Police and Crime Plan. To ensure effective engagement with partner authorities and agencies, the community, key stakeholders and government

The post holder is the statutory monitoring officer to the PCC and, consequently, is required to ensure effective corporate governance, and to support and advise the PCC in carrying out her statutory duties and exercising her statutory powers.

To facilitate the effective and appropriate governance and scrutiny of Avon and Somerset Police.

The post-holder will carry out the duties of the Chief Executive and of the Monitoring officer ("MO"), as defined by legislation relevant to the PCC.

Key Working Relationships

- Police & Crime Commissioner
- Deputy Police and Crime Commissioner
- Chief Finance Officers - OPCC and Police
- All staff employed by the Police & Crime Commissioner
- The Chief Constable, Deputy Chief Constable, police senior officer team and other key police officers and staff

Role Profile

- The Police & Crime Panel
- Local Authority and WEMCA Chief Executives
- Lead officers of the Criminal Justice System, Health and other relevant agencies
- Civil servants in UK Government
- The Joint Audit Committee
- Community leaders, local partners and stakeholders in the Avon & Somerset area, the Association of Police and Crime Commissioners (APCC), the Association of Police and Crime Commissioners Chief Executives, and other relevant external bodies, associations and public sector strategic partners, and other offices of PCCs

Role Specific Duties and Responsibilities:

Leadership

- Ensure provision of appropriate advice to the PCC
- Think strategically and lead the OPCC in developing a clear and effective long-term vision and strategy, responsive to the PCC priorities
- Work with the PCC and Deputy PCC on policy development, community engagement and being the effective voice of residents of Avon and Somerset on policing and crime matters
- Provide leadership to ensure effective development and delivery of the OPCC activities and operations
- In conjunction with the Chief Finance Officer, lead the strategic development of the OPCC in the areas of strategic accounting, information management and the management of strategic risk, alongside delivery of the PCC priorities
- Ensure that the OPCC performs its duties and responsibilities regarding equality and diversity, and promote the commitment to equality and diversity in all that the OPCC does
- Ensure the OPCC is compliant with all current legislation, including employment legislation
- In conjunction with the Chief Financial Officer, ensure propriety in the conduct of the PCC's business
- Carry out the duties of a Chief Executive appointed under Police Reform & Social Responsibility Act 2011, to enable and assist the OPCC to fulfil all its functions effectively and efficiently
- Carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer

Role Profile

Partnership Working, Commissioning & Service Delivery

- Support the PCC in maintaining and developing effective working relationships with key stakeholders, the Police and Crime Panel, local politicians and key external partners
- Ensure effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level
- Ensure effective, evidence-based commissioning of services to further the objectives of the Police and Crime Plan and other statutory functions
- Assist the PCC in their contribution to the national consideration of issues concerning policing and reducing crime
- Represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level, as appropriate

Engagement and Information

- Ensure the delivery, review and improvement of communication, consultation and engagement
- Ensure effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation
- Work with the PCC to enable an appropriate communications strategy that effectively communicates the PCC's priorities, key initiatives and values. To promote achievements, foster community relations and enable effective community engagement.
- Assist the PCC in developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations
- Ensure the OPCC operates in a transparent manner, compliant with legislation and best practice

Scrutiny and Performance

- Ensure the OPCC contributes to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans
- Support the PCC in developing and maintaining a constructive working relationship with the Police & Crime Panel

Role Profile

- With the CFO, ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection
- Develop constructive relationships and maintain effective working arrangements with various complaint bodies such as the Independent Office of Police Conduct (IOPC) and the Police and Crime Panel
- Ensure the effective and efficient management of complaints against the PCC and the Chief Constable
- Support the PCC in the effective scrutiny of Constabulary performance against the Police & Crime Plan and other delivery partner performance
- Ensure the PCC and OPCC comply with organisational policies and procedures including Code of Conduct, Health & Safety and Equalities policies
- Ensure that complaint reviews are effectively managed in line with current legislation
- Oversee and ensure the effective and efficient management of complaints

Statutory Responsibilities

- Ensure provision of appropriate advice to the PCC on discharging their statutory powers, duties, responsibilities, liabilities and procedures
- Discharge the duties of Monitoring Officer as defined by legislation relevant to the PCC, to enable and assist the PCC and the OPCC to fulfil all their functions effectively and efficiently
- Produce and publish an Annual Report, setting out the delivery against the Police & Crime Plan
- Support and advise the PCC on the appointment of the Chief Constable and statutory duties relating to complaints against the Chief Constable
- Be the data controller for the purposes of the GDPR for the PCC and OPCC
- Ensure the OPCC Safeguarding policy and related procedures are implemented, monitored and consistently reviewed
- In conjunction with the Chief Financial Officer, ensure compliance with standing orders and propriety in the conduct of the PCC's business, including making proper arrangements for tendering procedures and the letting of contracts
- Ensure that the OPCC performs its duties and responsibilities on equality and diversity in accordance with relevant legislation, promoting commitment to equality and diversity in all its functions and activities

Role Profile

Person Specification

The Avon & Somerset Police & Crime Commissioner is looking for individuals who can evidence that they have the following qualities/qualifications and experience:

1	Extensive track record of consistent achievement at senior management level within a complex organisation.	Essential
2	Proven track record of corporate management and participation in the formulation of corporate objectives, policies and strategies within a complex multi-disciplined organisation and in a politically led environment.	Essential
3	Understanding of the democratic process and the legal, financial and political workings of an elected governance body and the current social policy issues to be faced in a multicultural, rural and urban environment.	Essential
4	Successful track record of building effective and productive working relationships with elected members, a variety of communities, government bodies, partner organisations, private sector providers, public agencies, statutory authorities and other stakeholders.	Essential
5	A record of success in people and resource management.	Essential
6	Strong analytical thinking and problem-solving skills. Able to analyse and present solutions to complex issues and communicate such solutions with staff and stakeholders internally and externally.	Essential
7	Experience of establishing effective performance measures, evaluating service quality and delivering significant improvements in performance.	Essential
8	Clear understanding and track record of promoting diversity in both employment and service delivery.	Essential
9	Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).	Desirable

Political restriction

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

Terms of Appointment



Term of Appointment:	The role is a permanent appointment.
Base salary:	The salary will be £115,000.00 subject to annual review.
The Post:	The post holder will be required to travel regularly across the Avon and Somerset region. The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post. Mileage allowance at usual rates will be paid.
Place of Work:	The workplace will be the Office of the Police & Crime Commissioner, Valley Road, Portishead, Bristol, home or at such other place of employment in the service of Avon & Somerset Police & Crime Commissioner.
Working pattern and hours of work:	The post holder is required to work 5 days per week – 37 hours (Monday to Friday). Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.

Continued on next page...

Terms of Appointment



Line Management:

The post holder will be managed by the Police & Crime Commissioner.

Notice period:

The appointment will be subject to a twelve week notice period in writing on either side subject to usual employment law.

Pension:

You will, on joining Office of the Police & Crime Commissioner, be automatically admitted to the Local Government Pension Scheme. The current LGPS for new members is the CARE scheme. This is an average salary scheme that accrues 1/49th of pensionable pay for each year worked. Pension is payable upon state retirement age.

Different arrangements may apply for those already within the LGPS and it may be possible to transfer pension pots into the LGPS upon joining.

Appointment confirmation:

The appointment will be subject to satisfactory references and medical clearance.

The appointment will also be subject to national security vetting clearance.

The appointment is subject to a confirmation hearing with the Police & Crime Panel.

Selection Process

The appointment will be handled by an interview panel convened by the Police & Crime Commissioner (PCC), Clare Moody, with stakeholder and staff panels in addition.

How to Apply

To be considered, candidates are asked to provide an **up-to-date CV** which shows your full career history with any breaks explained, including details of all roles that are currently held. We recommend that this is no longer than two pages **and is submitted in PDF format**.

Please also provide a **PDF document** containing your responses to the following three questions (limited to 500 words per question):

- 1 Provide evidence of how you would bring strategic leadership skills to delivering outcomes in a complex, sensitive and politically led environment.
- 2 Provide evidence of strengths in stakeholder and partner relationships that have met the challenges of competing priorities and resources across different organisations.
- 3 Demonstrate experience of establishing effective performance measures, evaluating service quality and delivering significant improvements in performance.

To accompany your application, and bring it to life, we would like you to record a **short video (of no more than 2 minutes in length)** using the following link only:
<https://myint.video/a8wjP~k2Z2>

In the video you should answer the following:

- > Please explain why you are applying for this role, and how the organisation will be different after three years of your leadership?

Applications should be submitted by visiting the GatenbySanderson job site at:
www.gatenbysanderson.com/job/GSe127032.

These must be received **by 23:59hrs Monday 17 November 2025**.

Selection Process

Recruitment timetable

The key dates for the process are:

- Closing date for applications: **17 November 2025 (23:59)**
- Shortlisting: **28 November 2025**
- Final selection stage: **4 and 8 December 2025**

The selection day will include staff and partnership panels, as well as a full panel interview.

Candidates must be available to attend either dates. The appointment is also subject to a confirmation hearing by the Police and Crime Panel, which the successful candidate must attend (dates to be confirmed).

Applicants who wish to find out more about the role should contact our executive search partners at GatenbySanderson, for a confidential discussion:

Duncan Collins: **07586 705475** or duncan.collins@gatenbysanderson.com

Briefing Documents

Please see our Reports and Publications webpage for further background information [Reports and Publications – OPCC for Avon and Somerset](#).

Applicants are also encouraged to read about the [Police and Crime Plan Police and Crime Plan 2024 – 2029 – OPCC for Avon and Somerset](#)

PRIVACY NOTICE The OPCC's privacy policy explains how we collect, use and protect your personal data. Find out more on the OPCC's website: <https://www.avonandsomerset-pcc.gov.uk/help/privacy/privacy-policy>.

CHIEF EXECUTIVE RECRUITMENT BROCHURE

