



ROLE PROFILE

Role Title:	Policy and Performance Officer
Rank/Grade:	(B)SO1 (C) Sc6 (H) A4 (non-supervisory)
Job Family:	Custody and Criminal Justice
Reporting to:	BCH CJ & Custody Performance Manager
Main purpose of the role:	<ul style="list-style-type: none"> To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies. To monitor, interpret, analyse and present data and management information for senior managers to enable them to make informed decisions to support intelligence led policing. To provide support in the delivery of local, regional and national CJS initiatives to enable the efficient provision of service across the Criminal Justice System, both internally and with external partners, as directed by the senior management team.

Key Responsibilities	
<ul style="list-style-type: none"> To undertake management information projects and tasks as required by the Senior Management Team (SMT) and in line with national and local CJS initiatives, and assist with the delivery and implementation of such initiatives. To develop, implement and maintain plans in line with the SMT's agreed methodology. To develop strong working relationships inside and outside of the team, attending multi-agency groups and other relevant meetings where required or appropriate to do so, working to support the implementation of local, regional and national policy or legislative changes and initiatives, overcoming barriers and gaining buy-in from CJ partners to achieve common goals. To develop, implement and maintain the performance framework for CJ across BCH; working in partnership with CJS agencies and partners to identify key performance areas and target deadlines; and to ensure that performance is effectively reviewed across the local CJS and that lessons are learned and taken forward. To research, prepare, analyse and present management information and data from a wide variety of sources using evaluation and change management techniques, to produce reports and statistical commentaries, identify trends and implications. It will be necessary to link research to the data obtained and make informed judgements regarding trends and patterns in order to identify and implement local efficiency and effectiveness improvements. This will be done in partnership with CJS agencies and partners, on both a regular and ad hoc basis. To provide full and accurate data on Criminal Justice issues in order to identify and assist in the development and delivery of options for improving organisational performance, and prepare and present informative reports with recommendations to the SMT and external partners in a multi-agency CJ/partnership environment, whilst maintaining good working relationships. To take a proactive approach in performance management reviews and workshops across the CJS agencies and to secure commitment to improving effectiveness and efficiency, quality of service and conformity with national good practice and guidance. To support the SMT and colleagues in providing relevant targeted information to support development of CJS initiatives, including producing reports and delivering presentations as appropriate To provide performance advice to the SMT, and to staff at all levels across the CJS, including advice on achievements, reputation/crisis management, and the development of tailored reports in support of CJS sponsored or commissioned work 	



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Agile Working	To Be decided
Psychological Assessment	
Return on Investment	
Limited Duties	

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

Entry Requirements
<ul style="list-style-type: none"> Well-developed research techniques Experience in data collection methodologies and interpretation and presentation of numeric analysis Experience and knowledge of the Criminal Justice System (CJS) and joint working with multi-agency organisations Experience in business development improvement Excellent interpersonal skills, a good standard of written and verbal communication for correspondence and reports and be able to speak to people face to face and over the telephone clearly and concisely Computer literate with experience in the use and development of spreadsheets and databases Commitment to promoting equality and championing diversity

Any other General Requirements/Scope
<ul style="list-style-type: none"> There is a requirement to have the ability to travel across BCH to attend meetings at various sites across BCH. It may not be necessary for the post holder to have a driving licence if they can organise other forms of transport The post holder will be expected to adopt the principles of agile working to optimise use of time and enable travel to meetings/locations across BCH where their attendance would benefit the objective of the role The post holder will be required to carry out other duties as may be determined from time to time within the general scope of the post. On occasion they may be the requirement to work outside of contracted hours but this will be agreed in advance with management and the post holder Vetting required, as advised by the vetting unit The post holder will be expected to undertake training as and when required The post holder will be expected to comply with Health and Safety requirements <p>Obligatory Requirements</p> <ul style="list-style-type: none"> Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments <p>There is a requirement for the role holder to meet the probationary objectives set.</p>

Personal Qualities (Behavioural Competencies)
<p>We are emotionally aware</p> <p>I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.</p> <p>We take ownership</p>



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I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.