

ROLE PROFILE

Role Title:	Policy Officer - OPCC
Department/Unit:	Office of the Police and Crime Commissioner (OPCC)
Rank/Grade:	SO1
Reporting to:	Head of Policy for Police and Fire
Main purpose of the role:	To provide proactive policy support across a broad range of key policy, performance, governance and compliance areas. Contributing to the delivery and development of the Police and Crime Commissioner's Police and Crime Plan and statutory responsibilities.

Key Responsibilities

- To provide support to the Head of Policy for Police and Fire to develop and enable delivery of the Commissioner's objectives and priorities relating to offending and police and fire collaboration, and wider policy support across the office. This will include proactively working with a range of colleagues, including senior colleagues, in Cambridgeshire Constabulary and the criminal justice, local authority and voluntary sectors to facilitate and support collaborative work to secure improved outcomes for local people. This will include (but will not be restricted to):
- To represent the OPCC in a wide range of partnership meetings. This will include distilling wide-ranging evidence and information to prepare and deliver briefings, presentations and reports to relevant and a complex range of stakeholders to influence and inform decision making, and reporting back to the OPCC to inform the Commissioner's decision making.
- To provide support for relevant OPCC partnership meetings, planning meetings, preparing agendas, liaising with participants, taking accurate action notes/minutes, taking forward actions and following up actions with partners, working with business support colleagues to ensure appropriate meeting arrangements are in place.
- Supervisory and day to day responsibility of the appropriate and lawful disclosure of information under Freedom of Information, Environmental Information Regulations and Subject Access Requests, ensuring requests are dealt with and liaising with the external legal providers, the Communications Team and the Head of Compliance where necessary.
- To provide ad-hoc casework support to the Head of Compliance to enable the organisation to meet the requirements of key statutory responsibilities. This will include developing policies and processes and taking personal responsibility for the effective day to day operation of sensitive casework issues. Overseeing the work of other members of the team and liaising effectively with key partners to ensure that cases are dealt with effectively, taking the lead on more complex cases.
- To contribute to the delivery of policy and strategy work, including undertaking desk research and analysis, co-ordinating information, providing policy advice, responding to policy issues, briefings and policy submissions (e.g. consultation responses), contributing to corporate deliverables (e.g. Police and Crime Plan, Annual Report).
- Developing and maintaining a good working knowledge and understanding of key issues across the policing, criminal justice and community safety agendas. Acting as a single point of contact and departmental expert for specifically agreed topics.
- Leading on specifically agreed projects on behalf of the Commissioner. This will include drafting service specifications, setting and implementing performance and monitoring arrangements, and managing provider relationships.
- To undertake such other duties as may be required. This will include providing resilience for all office functions including the drafting of responses to relevant correspondence, events management, drafting briefings and general support to the Commissioner/Deputy Commissioner, Chief Executive and Deputy Chief Executive as required.

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

Psychological Assessment	Not applicable
Return on Investment	Not applicable

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Entry Requirements

Essential

- 3-5 years relevant experience in a busy, complex organisation, ideally in a policy role.
- Excellent interpersonal skills. Able to interact tactfully, constructively and effectively with colleagues, stakeholders and members of the public.
- Experience of supporting decision making, committees, management meetings or equivalent, including producing notes/minutes of meetings/decisions.
- Ability to negotiate, problem solve and work creatively in a continually changing environment to achieve successful outcomes through working in partnership across departmental/organisational boundaries. Able to work independently escalating issues when required.
- Ability to identify knowledge gaps, research, understand, collate and process complex information from a variety of sources with strong and accurate report and briefing writing skills.
- Ability to translate guidance/legislation into well-organised procedures, taking pragmatic judgements to make them fit for purpose. Experience of caseworking, including against a statutory framework is desirable.
- Strong planning and organisational skills. Able to work on own initiative and prioritise and work to deadlines.
- Ability to work effectively and productively remotely, using MS Office technology.
- The post is politically restricted. This means the postholder is not permitted to participate in certain political activities.

Desirable

- Educated to a degree level or equivalent professional qualification or experience.
- Knowledge/experience of the criminal justice/community safety/policy sectors.
- FOI experience or knowledge, although full training will be provided.

Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Cambridgeshire for meetings/training events.
- The post holder will occasionally be required to work from different locations across Cambridgeshire.
- The post holder will need to possess a full driving licence.
- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is 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.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

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Personal Qualities (Behavioural Competencies)

We are emotionally aware

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.

We take ownership

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.