

**JOB DESCRIPTION: CRIMINAL JUSTICE POLICY AND RESEARCH MANAGER**

**SALARY: A6: £39,522– £46,422 + Local Government Pension Scheme**

**REPORTS TO:** Head of Criminal Justice

**Purpose of the Job**

To support the PCC to deliver the vision and aspirations outlined in the Community Safety and Criminal Justice Plan: Everybody's Business with specific focus on the delivery of the Criminal Justice portfolio.

**Main Areas of Responsibility**

- Provide expert advice to the Commissioner on criminal justice, policing and crime matters in order to make key criminal justice policy decisions.
- Commission services where required, evaluate tender responses and manage relationships with contractors who undertake reports and data analysis on criminal justice to help support policy recommendations.
- Draft tailored responses for the public and key stakeholders including the Ministry of Justice (MoJ), Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS), and the Association of Police and Crime Commissioners (APCC) in line with the Commissioner's Police and Crime Plan to help support lobbying government for changes to national policy.
- Develop, maintain and lead joint working arrangements, collaborations and boards with relevant public, private and voluntary sector organisations at a local and regional level to deliver the Commissioner's Plan around criminal justice and enhance stakeholders understanding of vulnerability and crime patterns.
- Undertake critical analysis and troubleshoot criminal justice issues and work with partners and key stakeholders to resolve, based on an assessment of quantitative and qualitative evidence.
- Actively seek out opportunities to apply for innovation funding and undertake bid preparation, due diligence and monitoring.

**Accountability**

Non-Financial

- Line manager of a A5 Criminal Justice Performance and Research Analyst

**Entry Requirements**

The post holder should be educated to degree level or have at least three years' equivalent experience in criminal justice, policing and crime.

The post holder should have the ability to manage sensitive and complex relationships with different stakeholders and partners.

The post holder should have the ability to network with external organisations at a senior level.

The post holder should have a qualification in programme or project management, or have a minimum of three years' experience, with the ability to work independently and manage their own workload.

The post holder should have strong written and verbal communication skills adaptable for a range of audiences, both internally and externally, demonstrated through previous experience.

The post holder should be able to write persuasively in reports, policy and public documents which are open to scrutiny.

The post holder needs to have a driving licence, own their own vehicle and insure it for business purposes.

### **Other General Requirements**

- The post holder will occasionally be required to work additional hours
- 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.

### **Personal qualities / behavioural competencies**

<b>We are emotionally aware</b>
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.
<b>We take ownership</b>
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.
<b>We are collaborative</b>
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.
<b>We deliver, support and inspire</b>
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.