



Deputy Police and Crime Commissioner Role Information

JOB TITLE:	Deputy Police & Crime Commissioner (DPCC)	DIRECTORATE:	Office of the Police and Crime Commissioner for Essex (OPCC)
REPORTS TO:	Police & Crime Commissioner	Salary:	£50k to £60k
DATE:	1 st February 2013	LOCATION:	Hoffmanns Way, Chelmsford

1. Role Context

This role is in regular contact with senior officers and senior politicians, HMIC, external stakeholders and private sector executives and in particular with community partnerships. The role is required to personally support and share with the PCC in all activities and functions that promote the delivery of the Police & Crime Commissioner's aims and objectives.

Due to the unique nature of this post, a number of additional requirements apply. Please ensure you meet this criteria before applying;

- Applicants must be UK or EU citizens or have Home Office approval for indefinite leave to remain in the UK.
- The successful applicant will be required to be subject to a CRB check.
- Under the Police Reform & Social Responsibility Act 2011, Schedule 1, paragraph 8, none of the following may be appointed as the deputy police and crime commissioner-
 1. A person who has not attained the age of 18 on the day of the appointment;
 2. A person disqualified from being elected as, or being, a police and crime commissioner under (A) section 65 (1) of the Act, (police officers, police related employment etc), other than paragraph (e) (11)
 3. A person disqualified under section 66 (1), (3) (a)(iii) or (iv), (3)(c) or (3) (d) of the Act (citizenship, bankruptcy, criminal convictions* & corrupt or illegal election practices).

**Any 'imprisonable' offence*

The importance of candidates not having previous criminal convictions is paramount and a main condition of employment.

The Deputy Police and Crime Commissioner (DPCC) will support the Police and Crime Commissioner (PCC) in all PCC functions. The DPCC will be required to stand down following the termination of the appointment of the PCC.

Functions of the PCC include:

Strategic Planning

- Prepare and issue a police and crime plan
- Regularly review the plan

Holding the Chief Constable to account for:

- The functions of the chief constable, and of persons under the direction and control of the chief constable
- The exercise of the duty to have regard to the police and crime plan,
- The exercise of the duty to have regard to the strategic policing requirement
- The exercise of duty to have regard to the codes of practice issued by the Secretary of State
- The effectiveness and efficiency of the chief constable's arrangements for co-operating with other persons
- The effectiveness and efficiency of the chief constable's arrangements for engagement with local people
- The extent to which the Chief Constable achieves value for money
- The exercise of duties in relation to equality and diversity
- The exercise of duties in relation to the safeguarding of children and promotion of child welfare

Partnership Working

- To make a crime and disorder grant to any person
- Have regard to the relevant policies of each responsible authority
- Act in co-operation with responsible authorities
- Make arrangements with criminal justice agencies for the exercise of functions so as to provide an efficient and effective criminal justice system for the area
- Enter into collaboration agreements and review
- Provide advice and assistance to a body outside the UK

People

- Appoint, suspend, remove and manage complaints regarding the Chief Constable
- Appoint a Chief of Staff and/or Chief Finance Officer

Information and Engagement

- Publish specified information in the time and manner specified, producing annual reports

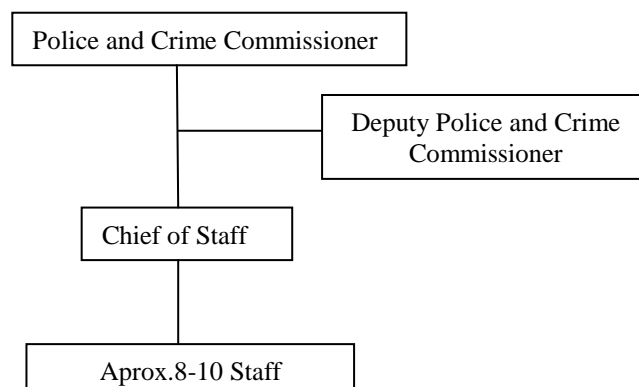
- Provide the police and crime panel with any information which they may reasonably require
- Make arrangements for obtaining the views of people about matters concerning the policing of the area and their co-operation with the police in preventing crime and anti-social behaviour in that area
- The views of victims of crime
- Advise the relevant ratepayer's representatives on the proposals of the Police and Crime Commissioner for expenditure before the first precept for a financial year is issued by the Police and Crime Commissioner.

Finance

- Enter into agreements for supply of goods and services
- Receive grants for police purposes
- Receive grants for capital expenditure
- Receive national security grants
- Receive grants from local authorities
- Accept gifts or loans and borrow monies
- Issue a precept
- Receive financial assistance
- Do anything calculated to facilitate the exercise of their functions including entering into contracts and other agreements
- Acquiring and disposing of property

2. Office of the Police and Crime Commissioner for Essex

- Police and Crime Commissioner direct budget = £ 1.15M
- Essex Police Budget = £271.7 million
- The Office of the Police and Crime Commissioner (OPCC) includes 8 Direct Police Staff, under the direction of the Chief of Staff
- Essex County comprises 14 districts including 2 unitary authorities.





3. Job Description

Deputy Police and Crime Commissioner (DPCC)

Main Purpose of Role: To support and share the responsibilities and vision of the PCC. To help the PCC implement and deliver effective policing and crime reduction initiatives across Essex. To take a lead, on behalf of the PCC, in scrutinising the financial performance of Essex Police and the effectiveness and value of all crime reduction funding. The DPCC will share the PCC's vision for imaginative, innovative and successful use of crime reduction funds.

Main Responsibilities:

1. To support the PCC work streams, as required, including summarising and briefing the PCC on key issues.
2. To provide strategic overview in respect of financial expenditure; the direction of funds/budgets allocated by the PCC; the efficiency of Essex Police and value for money in crime reduction initiatives
3. To develop an enhanced understanding of the political landscape in Essex and to lobby and influence political stakeholders to support PCC policy.
4. To represent the views of the Commissioner to all relevant stakeholders, including media and politicians.
5. Develop, promote and maintain effective working relationships with key internal and external stakeholders, staff associations, unions and external collaborative partners and organisations as required, in order to further the aims and objectives of the PCC.
6. Support the PCC with the development and shape of the future strategy.
7. To support the PCC in development of a community engagement and partnership strategy.

Necessary Experience:

The Deputy Police & Crime Commissioner will be educated to degree level or equivalent and be an expert in their profession with experience and achievement of managing complex working environments and delivering successful performance outcomes. Experience of financial management, particularly management accountancy and some experience of working in the public eye are important in this role.

This role requires management experience with exemplary interpersonal skills. The post holder will be required to have a strategic outlook and use media skills to support the delivery of the PCC's aims and objectives.

The post holder must be passionate, self - motivated with high levels of drive and commitment to the policy and vision of the Police & Crime Commissioner and succeed at building relationships and confidence. The role will also be instrumental in building external relationships with Essex Police, district councils politicians and voluntary sector contact centres to ensure best practice is shared to improve and benefit the service provided.

Examples of key activities:

This is a key role supporting the Police & Crime Commissioner in developing and delivering the Police & Crime Plan. Part of this challenge involves ensuring suitable mechanisms and governance arrangements are in place to hold the Chief Constable to account for delivery.

This role is a key player in respect of cultural wide organisational change for policing. Without the post holder supporting the PCC the PCC would be compromised in achieving their statutory obligations under the Police Reform & Social Responsibility Act 2011.

Competencies (Person Specification):

Serving the public
Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic local stakeholders, developing partnerships and ensuring people can engage with the police at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.
Leadership - Leading change
Establishes a clear future picture and direction for the operational unit, focused on delivering the force vision and strategy. Identifies and implements change needed to meet force objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and force needs. Encourages creativity and innovation within the Operating Unit.
Leadership - Leading people
Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.
Leadership - Managing Performance
Creates a clear plan to deliver operational unit performance in line with force strategy and objectives. Agrees demanding but achievable objectives and priorities for the operational unit, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.
Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within the operational unit. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions. Demonstrates courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure.

Decision making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.