

**Job Description**

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| **Role** | Policy Officer | **Team** | Strategy and Delivery |
| **Reports To** | Policy and Partnerships Manager | **Directorate** | Strategy and Delivery |
| **Post Reference** |  | **Grade** | A4 |
| **Purpose of the Role** | | | |
| To support the delivery of the Police and Crime Commissioner’s Community Safety and Criminal Justice Plan and ensure that partners and the public are fully engaged and consulted on projects and initiatives and involved in co-designing service delivery. The role requires stakeholder engagement, the development and co-ordination of partnership initiatives, research and horizon scanning to support the development of the commissioner’s plan. | | | |
| **Main Duties and Key Accountabilities of the jobholder** | | | |
| * Develop, scope, and deliver policy, initiatives and projects outlined in the Commissioner’s Plan. * Draft presentations, reports, briefings and board papers in an efficient, timely and accurate manner to meet the requirements of the senior leadership team. * Work with a range of public, private, third sector organisations and the public to identify and capture relevant information relating to policing, crime and community safety and build into the development of initiatives and ways of working. * Conduct focused research and horizon scanning in relation to emerging issues on policing, crime and community safety, and assess the relevance to Hertfordshire, working up practical concepts for consideration and further evaluation. * Conduct analysis on data including performance trends to support development and delivery of the Commissioner’s Plan. * Build relationships with external stakeholders, partners and internal teams to ensure that the organisation’s engagement strategy is planned and coordinated, identifying opportunities for collaborative partnerships. Develop and maintain a strong knowledge and stakeholder networks on issues arising and opportunities for progression relating to crime, policing and community safety. * Support development of material for consultations with partners and the public, ensuring the timeliness and relevance of information. * Represent the Office of the Police and Crime Commissioner on particular projects across the county and regionally as required, attending public meetings, and engaging with key stakeholders. * Attend public engagements and meetings representing the Office of the Police and Commissioner at a district, county, regional and national level, and assess and extract relevant information from such events and use it to develop and inform the direction and delivery of the Plan. * Highlight matters on which the Commissioner needs to be advised and briefed from within their area of responsibility, in order for the Commissioner to be able to undertake their statutory duties effectively and to engage with stakeholders, partners and the public in a manner which demonstrates competence and integrity and promotes confidence. * The post holder will need to work independently bringing high levels of political awareness into the management of issues. | | | |
| **Working Relationships and Contacts** | | | |
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| **Role Requirements** | | | |
| **Entry Requirements**   * Educated to degree level or relevant experience. * Strong written and verbal communication skills adaptable for a range of audiences, both internally and externally. * Strong organisational skills, with the ability to work independently and manage own workload. * Ability to work in an environment with complex sensitive relationships and concepts, with strong skills required for stakeholder engagement across a range of areas, topics and levels of seniority. * Strong political awareness. * Analytical, policy and research capability. * Experience of project management or relevant qualifications are desirable.   **General Requirements**   * Good understanding of all Microsoft Office packages. * Travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire for work, meetings and training events. * Flexibility with occasional work outside of non-standard office hours. * Vetting is required, as advised by the Vetting Unit. * Compliance with Health and Safety requirements.   **Required Competencies**  **Leadership**  I lead through the provision of advice and support and actively encourage and support learning within my team and colleagues. I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I motivate and inspire others to achieve their best. I identify barriers that inhibit performance and take steps to resolve these, thereby enabling others to perform. I keep track of changes in the external environment, anticipating both the short and long-term implications for the organisation. 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 we serve. I understand the local partnership context, in order to use a range of tailored steps to build support. I try to anticipate partners’ needs and take action to address them. I do not make assumptions; I check partners are getting what they need from us. I build commitment from others (including the public) to work together to deliver agreed outcomes.  **Integrity**  I take my commitments seriously; I am honest about my accomplishments and capabilities. I am proactive when I do not understand my responsibilities and I am accountable for their results. I communicate honestly and openly even when there are difficult conversations to be had. I challenge colleagues whose behaviour, attitude and language falls below the organisations expectations. I am open and responsive to challenge about my actions and words. I recognise the accomplishments of others and respect their boundaries. I use resources effectively and efficiently and not for personal benefit.  **Inclusivity**  I actively seek and consider the perspectives of people from a wide range of backgrounds before taking action.  I respect, seek to understand and value individual differences. I  adapt my style and approach according to the needs of others using my behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge.  I encourage reflective practice among others and take time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of team members. I take responsibility to deal with any inappropriate behaviours.  **Resourcefulness**  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 persistent when trying to overcome a challenge, focusing on a situation until I find a resolution. I identify 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 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 with others and collaborate to improve work processes or service. I am adaptable and can accept and respond to changes quickly.  **Impact**  I actively promote the shared mission, vision, and values, and use those principles to guide actions.  I focus on results and desired outcomes and how best to achieve them.  I recognise my role is about effecting positivechange for the communities we serve**.** I communicate effectively to influence others to engage and commit to furthering the organization’s objectives with emphasis on delivery and value for money. I focus on set goals to anticipate, identify, and effectively deal with problems and risks.  I plan for eventualities to deal with unexpected challenges.  I seek to understand what works, what does not and why. I use my initiative to explore creative solutions to problems that will result in a positive effective and worthwhile outcome. | | | |
| **General Responsibilities** | | | |
| * To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate. * To undertake such other duties as may be reasonably expected. | | | |