

## **JOB DESCRIPTION**

### **CHIEF EXECUTIVE OF THE POLICE AND CRIME COMMISSIONER FOR NORTHUMBRIA**

#### **PURPOSE OF THE JOB**

- To provide leadership, strategic direction, and to support the Police and Crime Commissioner in her statutory duty to secure an efficient and effective police service for the Northumbria.
- Develop and maintain external relationship at a senior executive and political level with partners, organisations and stakeholders.
- Undertake the appropriate monitoring officer responsibilities and notify designated officers/bodies of any illegality or maladministration in the PCC business
- To contribute to the effective delivery of the priorities identified in the Police and Crime Plan

#### **PRINCIPLE ACCOUNTABILITIES**

##### **Statutory**

To discharge the proper duties of the Chief Executive officer as defined by legislation relevant to the PCC.

To ensure provision appropriate of advice to the PCC on discharging its statutory powers, duties and procedures.

To manage the appointment of Chief Constable including their terms and conditions of service and matters relating to discipline. This includes advising and assisting the PCC on the exercise of its statutory duties relating to complaints against the Chief Constable

To ensure that the Office of Police and Crime Commissioner performs its equalities and diversity duties and responsibilities

Support the Office of Police and Crime Commissioner in scrutinising Force performance, and supporting continuous improvement in the Office of Police and Crime Commissioner and in the Force.

To distil and disseminate relevant information and advice to the Office of Police and Crime Commissioner enabling it to challenge where appropriate the Force's strategic and financial performance.

Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans.

##### **Strategic**

To keep abreast of changes in legislation, case law, statutory and non-statutory guidance and other relevant publications; advise the PCC on impending legislation, national policy and consultation documents and to oversee the PCC response to consultation documents.

To advise and support the PCC on its strategic priorities and to lead on the delivery.

To drive implementation of the Office of Police and Crime Commissioner corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the Office of Police and Crime Commissioner to monitor, review and improve its own performance.

##### **Budget And Commissioning**

Enable effective budget alignment and prioritisation, management and monitoring

Develop and maintain mechanisms for the commissioning of services on behalf of the Police and Crime Commissioner.

In conjunction with the Chief Financial Officer and Chief Operations Officer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts.

##### **Staffing**

To provide clear and visible leadership and effective management to the staff of the Office of Police and Crime Commissioner in order to give high quality support to the PCC in its oversight and scrutiny of the Police

##### **External**

To engage with a wide range of stakeholders and to work with the PCP, Police, Local Strategic Partnerships, Crime and Disorder Reduction Partnerships, local authorities, the voluntary sector and criminal justice agencies to ensure the delivery of policing and community safety programmes that meet the objectives of all partners.

To communicate formally on behalf of the PCC and to liaise with the Chief Constable, the Association of Police Authorities, Home Office, Her Majesty's Inspectorate of Constabulary, ACPO, other relevant Government Departments and outside bodies at regional and national level.

The post holder shall undertake such other duties as may be reasonably required which are commensurate with the nature and scope of the post and any duties which are subsequently approved by Statute and any other regulations that may come into force.

**Qualifications**

To degree level or equivalent

**Skills, Knowledge and Experience**

Operational experience in Local Government at Chief Officer level

Track record of building strong working relationships with politicians, members of the public and executives from all sectors

Detailed knowledge of strategic and financial planning within a large scale public sector environment

Proven ability to work collaboratively to deliver objectives

Detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities in public bodies

In depth knowledge and experience of Community Safety and Crime Reduction management at a senior level

Excellent leadership and communications skills

Experience of management, leadership and scrutiny of the strategic direction of public sector organisations

Evidence of leading equalities and diversity compliance

**Desirable**

Experience of working with community and voluntary sector

Well developed computer and information management skills