Project Co-ordinator Information Pack

POLICE & CRIME COMMISSIONER
for Leicester, Leicestershire & Rutland
Your Communities - Your Commissioner

A Message from the Police and Crime Commissioner Rupert Matthews

Thank you for your interest in a role in the Office of the Police and Crime Commissioner (OPCC) for Leicester, Leicestershire, and Rutland (LLR).

As Police and Crime Commissioner I have a statutory role to engage, consult and communicate with the residents of the city and two counties that I represent. It is a role that I take seriously. In my Police and Crime Plan I have made my ambitions for policing and community safety clear. Now, in my second term my new Police and Crime Plan coming for 2025 will be just as ambitious and I am looking for someone to be part of the team who is highly motivated to deliver my Plan.

I hope that you find the information in this application pack useful and that, having read it, you feel that you have the right skills and values to become our new Project Coordinator.

You will find a wealth of information on the OPCC website and that of Leicestershire Police to assist you.

Having read the information, I hope you are encouraged to apply. We look forward to hearing from you.

Rupert Matthews
Police and Crime Commissioner

Welcome from OPCC Chief Executive, Claire Trewartha

Thank you for your interest in the role of Project Co-ordinator for the Office of Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

As an OPCC, we are here to support the Police and Crime Commissioner (PCC) to meet their responsibilities and support them in delivering their agenda for policing and criminal justice in Leicester, Leicestershire and Rutland (LLR).

This is an exciting time to join the OPCC as the role and influence of PCCs continues to expand, coordinating more sustainable and effective responses to keeping people safe and ensuring an efficient and fair criminal justice system. Rupert Matthews has just been appointed for a second term and the process to create a new, impactful Police and Crime Plan is just beginning.

The OPCC is a small team but with a pivotal role which is expanding to meet the new challenges of working with Leicestershire Police to coordinate the policing and criminal justice system, and to develop innovative and effective solutions to improve services for the public.

Thank you showing an interest in joining our team and I wish you the best of luck in your application.

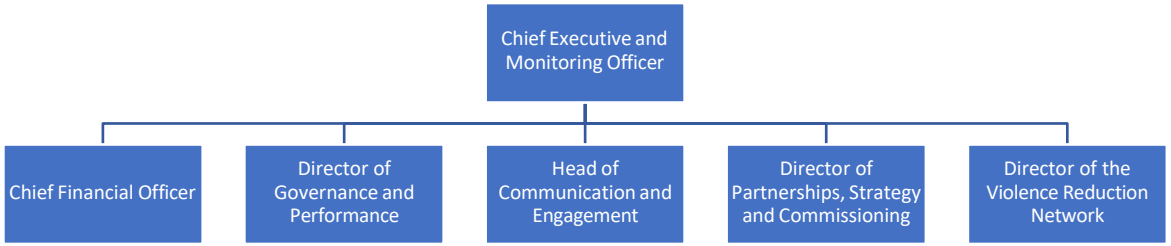
The Work of the Office of the Police and Crime Commissioner

Once elected, a PCC is the representative of the people of Leicester, Leicestershire and Rutland in all policing, criminal justice and community safety issues. They provide public accountability for policing and raises the concerns of local communities.

PCCs are responsible for the totality of policing in their policing area. They have an overarching duty to secure an effective and efficient police force. They do this by publishing a Police and Crime Plan and making strategic decisions on financial and strategic direction.

They are also directly responsible for the commissioning of a range of services including service for victims of crime. In addition to these statutory roles PCCs play a pivotal local leadership role in the criminal justice system and ensuring community safety.

The Office of the Police and Crime Commissioner work to assist the PCC to fulfil their duties. We have teams dedicated to each of the main role, engagement and communication with the public is an essential, and statutory, one of those responsibilities.



Working for the Office of the Police and Crime Commissioner

The Office of the Police and Crime Commissioner (OPCC) is situated on at Leicestershire Police Force Head Quarters, a site shared with Leicestershire Police Chief Officer Group, Officers and Force Staff which demonstrates the strength of our working relationship.

Flexible working

We believe employees are happier and more productive when they have greater control over their working lives. That is why we will aim to give you the opportunity to fit work around your other responsibilities. We work hard to make sure you can balance arrangements that suit you with the specific demands of your role.

We positively encourage flexibility, and this has made a big difference to the way we and our people work.

We provide mobile technology including laptops and mobile phones. This means you often get the chance to work remotely and flexibly. Other

flexible working options include:

- Flexi-time (for most roles)
- Compressed hours
- Hybrid working

Holidays – You will receive pro rata 24 days' annual leave, rising to 29 after five years, plus public and bank holidays. (This will be increasing following evaluation)

Salary sacrifice schemes which save tax and national insurance, including cycle to work

Access to the Blue light discount card for emergency services which provides discounts for high street and online retailers

Generous Pension – all our new employees are assessed against criteria and automatically enrolled into the Local Government Pension Scheme (unless you choose to opt out).

Occupational health service – offers a variety of employee wellbeing services to support a healthy work/life balance and lifestyle Leadership programmes and development opportunities.

Role Profile

To coordinate and deliver new and existing community projects Hyperlocal engagement activity programmes (HEAP), seeking opportunities to develop current practices to maximise engagement with Parish councils, NHW and other watch groups in accordance with the Police and Crime Plan objectives.

Main Responsibilities

- Enthuse and facilitate local community groups, watch schemes and parish councils to develop crime prevention projects providing advice and guidance to support their processes
- Work in partnership with said groups, residents and key stakeholders to deliver for the neighbourhoods and communities, building strong links with them to respond to the needs of those living in the area.
- Co-ordinate the project and timetable or work, working with colleagues in the office, force and community to deliver crime prevention initiatives, to create safe and prosperous communities where people can thrive
- Develop a self-service toolkit for local groups to support proactive crime prevention to use and refer to.
- To attend Community events promoting crime prevention and community safety and the various funding opportunities

Communication:

- Proactively respond to any queries that are raised in relation to the project keeping stakeholders updated on progress and keeping internal colleagues updated
- Promote the work of the scheme through regular briefings, social media and where appropriate in local newsletters/bulletins.

General:

- To promote community safety and crime prevention initiatives and provide relevant crime prevention information and signposting to members of the public.
- Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of the OPCC and objectives of the Police and Crime Plan.
- Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

Person Specification - Essential

Knowledge/Education:

- Experience of providing administrative supporting to projects and/or change programmes. Proven ability to manage documents, prepare and present information and reports.
- Computer literate and experienced in the use of Microsoft Office products (Work, Excel, PowerPoint and Outlook).

Personal / Interpersonal Skills, Aptitudes:

- Ability to work constructively with others, giving help and support to team members and colleagues.
- Effective communication skills, both oral and written, with the ability to collate and present information to others.
- Highly skilled at planning, organising and working under pressure to meet both internal and external imposed project deadlines and to ensure project team members adhere to relevant deadlines.
- Demonstrate the ability to problem solve, tackling issues and barriers in a logical manner

Special Skills:

- Demonstrate excellent IT skills, particularly in the use of Microsoft Applications including, Office, Excel, Work, Outlook and PowerPoint.
- Ability to raise invoices and Purchase Orders
- Be able to travel for work purposes (reasonable adjustments within the Equality Act 2010 will be made

Other:

- Demonstrate an awareness and understanding of Equality and Diversity issues appropriate to this role.
- Dependent upon the role assigned, to be willing and able to be vetted to SC level and maintain that security level as required, including travelling for business purposes.

Terms and Conditions

Base Salary:

£30,468 - £34,329 (new entrants typically start at the bottom of band)

Term of Appointment:

24 month fixed-term contract.

Period of Notice:

Termination of appointment is subject to one months' notice in writing.

Working Hours:

Working hours will be 37 hours per week. A flexi-time scheme is in place.

Holiday:

The successful applicant will be entitled to 24 days leave per annum rising to 29 on the 5th anniversary of your appointment. (This will increase following evaluation)

Normal Place of Work:

The majority of work will be carried out from Leicestershire Police Headquarters, St Johns, Leicester, LE19 2BX. A hybrid working policy is in place.

Pension:

The post holder will be eligible for membership of the Local Government Pension Scheme.

Recruitment Process

Application

Please complete the application form to show how you meet the essential criteria in the personal specification and why you are the right person to fulfil the role profile and main responsibilities.

If you are successful at shortlisting, you will be asked to provide the details of two referees and relevant identification.

Interview Process

The interview will consist of a formal interview with a panel of three staff or panel members, further details will be provided following successful shortlisting.

Recruitment Timeline

Stage	Dates
Advert Live	16 December 2024
Advert Closes	12 January 2025
Sifting	w/c 13th January 2025
Interviews	w/c 27th January 2025
Outcomes	w/c 27th January 2025

Further Information

If you have any questions about the role itself or would like to discuss the post and your fit within the organisation, please contact Lizzie Starr

T: 0116 229 8980

E: OPCC@leics.police.uk

Complaints

If you feel your application has not been treated in accordance with the recruitment principles or you wish to make a complaint, in the first instance, please use the OPCC complaints procedure, which can be found on the website: OPCC