

Job Description

Head of Commissioning and Strategy



Post Number:	PC101
Grade /Scale:	PO48 – Salary £50,250 - £53,640
Weekly Hours:	37 hours per week
Department:	The Office of Police and Crime Commissioner for Leicestershire (OPCC)
Status:	Established
Responsible To:	Chief Executive
Responsible for:	Commissioning Manager; Commissioning and Contracts Officer
Location Work base:	Force Headquarters, Leicestershire
Job Role /Purpose:	To lead in the preparation and development of the Police and Crime Plan and further sub-strategies for specific issues and to implement said strategy through partnership arrangements (particularly drawing on the Strategic Partnership Board). To be responsible for the development and delivery of the commissioning function that supports the achievement of the strategic priorities set out in the Police and Crime Plan. To understand strategic drivers of change that will have an impact on the OPCC. To maximise opportunities to enhance the resources of the OPCC. To take a shared responsibility for the corporate objectives of the OPCC as a member of SMT.
Contacts	Police and Crime Commissioner, his Deputy and advisors, Chief Officers of the Force and other officers and staff within the Office of Chief Constable, senior managers within partner organisations and external agencies (community safety, criminal justice, health, social care, voluntary, community and social enterprise (VCSE) bodies), regional colleagues, elected members of Local Authorities, local authority officers, members of the public, Home Office and Ministry of Justice officials, other police forces, internal and external legal service providers, Criminal Justice agencies, Key stakeholders in the force area, Association of Police and Crime Commissioners.
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- Educated to degree level (or equivalent) or specific relevant experience, with evidence of continuous professional development.
- Project Management Qualification e.g. PRINCE 2 or similar.

Work Experience

- Knowledge of budget management including experience at a senior management level of managing commissioning budgets and contracts, leading to successful outcomes, within a partnership and political environment.
- Experience of writing and implementing strategy, with a proven track record of supporting an organisation to achieve desired outcomes against a resource-constrained background.
- Proven ability to work effectively with senior stakeholders at local, regional and national level in identifying and achieving mutual aims and to gain their support in the delivery of the Police and Crime Plan within a resource constrained environment.
- Experience of developing and maintaining successful strategic partnerships and integrated working arrangements to improve service quality delivery and reduce costs.
- Experience at senior level of working in a community safety, criminal justice, social care or health care setting.

Personal/interpersonal skills, aptitudes

- Proven ability to negotiate and problem solve at a political, senior management and Chief Officer level.
- Evidence of achieving high quality service delivery which reflects the needs of local communities.
- Experience of translating vision into commissioning outcomes by establishing a clear strategy and ensuring appropriate oversight.
- Excellent written and verbal communication skills with the ability to explain complex issues to stakeholders in a clear, concise and understandable way.

Special Skills

- Must hold a full, UK driving licence and be prepared to use own car for business purposes

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education:

- Post graduate management qualification.
- Knowledge and understanding of the role, functions and policy environment of Police and Crime Commissioners.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Overall

To lead and manage the OPCC's Strategy and Commissioning function.

To take shared responsibility for the corporate objectives of the OPCC as a member of SMT.

To provide direct advice and guidance to the Police and Crime Commissioner.

Strategy

To lead in the preparation and development of the Police and Crime Plan taking overall responsibility to ensure its coherence, strategic alignment and completion within statutory requirements.

To draft and implement further strategies in support of the delivery of the Police and Crime Plan.

To influence the development of partner strategies to ensure alignment with the Police and Crime Plan.

To draft and develop new strategies in line with emerging initiatives and government policy at appropriate times.

To be jointly responsible for the development of the Strategic Partnership Board and its subgroups and use it to deliver Police and Crime Plan/OPCC objectives

To work with partners, key stakeholders and other strategic partnerships outside of SPB, to deliver strategies to achieve Police and Crime Plan/OPCC objectives.

To have oversight of strategic initiatives across the police where there are partnership implications.

To establish, support and, where appropriate, chair strategic and multi-disciplinary working partnerships at regional and sub-regional level.

To identify and exploit opportunities for developing strategic relationships with other agencies and interacting with them in a way that encourages mutually valued relationships.

Understanding strategic drivers of change

To monitor strategic-developments locally and nationally and identify the potential impact on PCP objectives.

To identify emerging strategic opportunities and maximise their contribution to the PCP/OPCC.

Ownership of commissioning functions

To be responsible for the commissioning function ensuring due processes are followed and outcomes achieved.

To be responsible for the governance arrangements to deliver commissioning objectives.

To be accountable for the commissioning budget and to ensure that all spend against the budget

supports the Police and Crime Plan and that all spend is contained within the budget set and that any extra-ordinary spending is first agreed with the Chief Finance Officer and Chief Executive.

Maximising opportunities to enhance the resources of the OPCC

To identify bidding opportunities that meet PCP/OPCC objectives, locally, regionally and nationally and, following consultation with the PCC and Chief Executive, pursue those agreed.

To build a network of business support for the OPCC enabling businesses to contribute to the PCP/OPCC objectives, including the development of sponsorships and drawing on social responsibility commitments.

Responsibility for partnerships at a strategic level

To be responsible for building relationships with strategic partnerships and wider stakeholders within the health community, business environment and criminal justice sector on behalf of the OPCC.

Communication

To deliver consistent, intuitive and effective communication at a strategic level with local authority, community safety, criminal justice, health, VCSE and other partners to ensure that they are engaged in delivering existing and developing new and innovative solutions to the priorities set out within the Police and Crime Plan.

Administration

The postholder will operate in a small team and will therefore be expected to be largely self-sufficient, organising work and other support tasks according to broad priorities set by the Chief Executive.

General

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 Office of the Police and Crime Commissioner, as that role embeds.

Must be flexible as will be required to travel and work in alternative locations within the Force area as the role requires.

This is a politically restricted role.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Management Vetting (MV)

Due to the vetting requirements of this role, all candidates are required to have 5 years continuous UK residency to be eligible to apply.

Car User: Yes - Essential
