



Derbyshire Police and Crime Commissioner

Protecting Communities,
Fighting Crime

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JOB DESCRIPTION

Closing date	Sunday 22nd July (Midnight) <i>Please note late applications will not be accepted</i>
HR Personnel Contact	Recruitment@derbyshire.pnn.police.uk Tel No. 0300 122 8900
Role Title	Executive Assistant to Deputy PCC, Chief Executive & Chief Finance Officer
Grade and Salary	Scale F £21,084 - £26,802 per annum
Hours	37 hours per week
Department	Office of the Police and Crime Commissioner
Suitable for job share	Yes
Location	Police Headquarters, Ripley
Post reports to	Chief Executive
Other Considerations	All successful applicants will be required to submit themselves for drug testing in line with the OPCC's Drug Policy. Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK. Due to the sensitive nature of the post, appointment is subject to security clearance at Management Vetting & SC level. Please note, interviews are due to take place on Wednesday 8th August.

Overview of the Role

The Police and Crime Commissioner is one of the most significant changes to affect policing in decades in order to improve the democratic accountability of the police service. The Commissioner fulfils an important role for the public, consulting on policing matters, ensuring the Derbyshire Constabulary operates efficiently and effectively and by holding the Chief Constable to account.

Working as part of a team, the Executive Assistant is an integral role through the provision of secretarial, typing and administrative support to the Deputy Police and Crime Commissioner, Chief Executive & Chief Finance Officer.

Job Description and Objectives

- Provide and organise secretarial and administrative support to the Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer.
- To undertake the planning of schedules and events to ensure the effective time management of the Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer.
- To prioritise office workloads and develop and implement effective systems, procedures and practices.
- To support the Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer with communications and correspondence.
- To analyse information in order to action and progress issues on behalf of the Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer.
- To compose and type correspondence and any other confidential items as directed.
- To arrange appointments and maintain appropriate diaries.
- To arrange conferences, meetings, appropriate administration, and minute take as required.
- To organise and manage specific projects and events.
- To extract, research and summarise information to prepare appropriate reports.
- To maintain standards of professional practice.
- To plan travel and accommodation for the Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer.
- To promote equality, diversity and Human Rights in working practices.
- To work as part of a team to achieve team and organisational objectives.
- To provide ad hoc cover for the Executive Assistant to the Police and Crime Commissioner to cover annual leave or periods of sickness.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

Communications:

- To communicate with all appropriate partners and external agencies e.g. Derbyshire Constabulary, Members of Parliament, Local Authorities, Government Departments, other PCC offices etc.

- To communicate and provide advice to members of the public.

Impact & planning:

- To support the work of the Police and Crime Commissioner.
- To support with the planning of the schedule of the Police and Crime Commissioner.

Skills, Knowledge and Experience Required of Post Holder:

- Required to have analytical and problem solving skills.
- Experience as personal assistant or office manager.
- Recent experience of making decisions in a confidential and stressful environment.
- Required to have competent keyboard skills and accurately use standard systems such as Microsoft Office.
- Required to continually develop existing skills and knowledge and to have the ability to respond to the changing demands of workloads.
- Knowledge of community and political issues at local and national level.

Essential:

- RSA III Typewriting/Word Processing or equivalent.
- GCSE English Language Grade C or above, or equivalent qualification.
- Previous experience of receiving and actioning written and verbal communications.
- Previous experience in a PA role at a senior level.
- Good organisation skills including previous experience of organising meetings, events and taking minutes.
- Previous experience of managing own workload.
- Excellent knowledge of Microsoft Word, Excel, PowerPoint and Outlook.

Desirable:

- Audio typewriting II or equivalent.
- Shorthand.
- Formal secretarial qualification.

The Office of the Police and Crime Commissioner is committed to equal opportunities and welcomes applications from suitably qualified people from all sections of the

community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

The Office of the Police & Crime Commissioner for Derbyshire offers a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

Please apply for this role through the Derbyshire Constabulary e-recruitment portal.

PERSONAL QUALITIES

The post holder will be assessed for appointment against the following qualities. Derbyshire Constabulary's staff are assessed against these qualities.

Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Leadership	Openness to change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems. Service delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Public Service	<p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police.</p> <p>Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.</p>
Working with others	<p>Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.</p>