



PERSON SPECIFICATION

Area:	Office of the Police and Crime Commissioner (OPCC)	Job Title:	Research Officer	Weekly Hours:	37
Section:	Executive Team	Scale:	Grade 6	Version:	2.0
Post No:	PC077	Status:	Established/ Full time	Version Date:	7.6.17

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. To be educated to degree level in a relevant subject involving research, analysis of data or statistics. Or provide evidence to working at that level in previous roles.	1. Demonstrate the ability to use project management techniques.

Work Experience:	<p>2. Demonstrate good organisational & time management skills, including consistently meeting reporting deadlines.</p> <p>3. Demonstrate experience of working within a research environment dealing with political and strategic issues and applying principles and methodologies of project management.</p> <p>4. Demonstrate experience of horizon scanning and monitoring of policy from central departments</p> <p>5. Experience in an analytical environment where a routine part of the role is to undertake research work.</p> <p>6. Demonstrate experience of working within a political environment, aware at all times of the need for sensitive disclosure of information and appropriate methods of communication.</p> <p>7. Demonstrate experience of supporting the production, and the monitoring of, strategic plans for an organisation.</p>	

Personal / Interpersonal Skills, Aptitudes:	<p>8. Demonstrate the ability to use initiative, to self-motivate and have a flexible approach to meeting changing demands</p> <p>9. Demonstrate confidence in the use and manipulation of data in the formulation of policy or research documents.</p> <p>10. Demonstrate good communication skills both orally and in writing and demonstrate confidence in dealing with people at all levels within the organisation.</p>	
General Skills:	<p>11. Demonstrate excellent IT skills, particularly in the use of Microsoft applications including Office, Excel, Outlook and PowerPoint</p> <p>12. Demonstrate the ability to consider and show respect for opinions, circumstances and feelings of people regardless of age, belief, disability, gender, race, religion, or sexual orientation</p>	

ROLE DESCRIPTION

Job title:	Research Officer
Post no:	PC077
Scale:	Grade 6
Responsible to:	Executive Manager
Responsible for:	No supervisory responsibility
Contacts:	Police and Crime Commissioner and his Deputy and staff within the Office of the Police and Crime Commissioner, the Chief Constable's senior team and senior police officers and staff of the Force, Force departments, counterparts in other offices of police and crime commissioners, regional colleagues, external stakeholders and agencies, local authority officers,
Role:	<p>Undertake research work in support of the development of policy, reports and briefing notes to the Police and Crime Commissioner and his office, particularly in relation to the contents of the Police and Crime Plan.</p> <p>Undertake environmental scanning to keep the Commissioner informed of developments both regionally and nationally.</p> <p>Support the production of the Annual report, other reports and plans as required.</p>

<u>Duties</u>	<u>Responsibilities</u>
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POLICE – STAFF

Operational:	<ol style="list-style-type: none"> 1. To support the production and publication of the PCC Annual report in accordance with clear timescales and legislative and local requirements. 2. To conduct research and undertake analysis, review and evaluation in relation to projects as required. 3. To draft responses to government, APCC and other consultations on OPCC issues and opportunities. 4. To support the Performance Manager in preparing briefing notes on upcoming audit and HMIC Inspections and inspection findings of note. 5. Utilise appropriate software packages to produce reports and presentations in styles suitable for the audience to be addressed. 6. To monitor and analyse the political and policy environment and to identify opportunities and threats for the delivery of the Police and Crime Plan. 7. Prepare briefing notes for the Commissioner in respect of reports produced for meetings both locally, regionally and nationally. 8. Compose briefings on relevant matters to be presented to the PCC in order to support the local, regional and national strategic priorities. 9. Undertake environmental scanning to identify changes to legislation and opportunities for the PCC to lead or be involved in new initiatives and to keep the Commissioner informed of new developments both locally, regionally or nationally.
Communication:	10. Liaison with Force departments and external stakeholders.
Administration:	<ol style="list-style-type: none"> 11. The post holder 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 Executive Manager. 12. To lead and manage the process for appeals to a Police Appeal Tribunal to their final conclusion when required.
General	<ul style="list-style-type: none"> • Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of • 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. • Must be flexible, willing and able to travel and work in alternative locations within Leicester, Leicestershire and Rutland as the role requires. • This is a politically restricted role.

Additional Information:

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

PDR Activities and Behaviours:

Car User:

Budgetary Management:

People Management:

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment:

Job Evaluation:

Security Check Level:

(strikethrough checks NOT required)

Additional Information:

Yes / No	Allowance {per mile / day etc}:
Yes / No	Authority to £ Value:
Yes / No	Total Number & Level:

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood