



Protecting Communities,
Fighting Crime

JOB OVERVIEW

Closing Date	01.07.2018
HQ Personnel Contact	Kate Outram
Role Title	Head of Commissioning
Grade and Salary	SCP N – £41,919 to £48,855
Hours	Full time – 37 hours per week
Suitable for job share or part time	Yes
Location	Office of the Police and Crime Commissioner (OPCC), Butterley Hall Ripley, Derbyshire DE5 3RS
Post reports to	Chief Finance Officer
Other Considerations	All successful applicants will be required to submit themselves for drug and alcohol testing in line with the OPCC's Drug and Alcohol 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

Overview of the Role

The introduction of the Police and Crime Commissioner is one of the most significant changes to affect policing in decades, brought in 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 holding the Chief Constable to account. The Commissioner will commission services and award grants to organisations or bodies that he considers will support his priorities in accordance with his police and crime plan.

Working as part of the OPCC team, the Head of Commissioning will play a pivotal role through the provision of strategic, operational and day to day delivery of the development, implementation and evaluation of the PCC's commissioning and grant-making responsibilities.

The post holder will need to be comfortable working within a complex statutory environment, be experienced in working within a commissioning environment and able to work effectively in partnership with a wide and diverse range of agencies and professionals.

Job Description and Objectives

- To create, develop and implement a commissioning strategy and framework that aligns the priorities of the Police and Crime Plan, any emerging legislation, and

evidence of relevant need and demand with the capacity, actual and potential, of the broader partnership landscape.

- To develop joint commissioning strategies with key stakeholders, which will include (but not be limited by) local authorities, Community Rehabilitation Companies, National Probation Service, the local CCGs and NHS Provider Trusts, Housing Trusts, Employment Services, Public Health and NHSE, which reflect and support existing needs, address emerging needs and inequalities, build capacity and create new and innovative solutions.
- To commission/decommission and or re-commission services in line with the overall commissioning strategy.
- To evaluate the performance of commissioned services and partnerships to ensure that they are providing:-
 - Value for money
 - Clear targets
 - Measurable outcomes
 - Quality services
 - Successful delivery of the Police & Crime Plan
- To develop and contribute to a demand and needs assessment process that provides a comprehensive picture of the needs of the local population to help inform the commissioning process. To maximise the planned impact of commissioning resource and achieve better outcomes in line with the Commissioner's strategy.
- In conjunction with the Chief Finance Officer and wider team, to create, implement and operate a reliable and transparent performance framework for monitoring the effectiveness of commissioning arrangements. This will include the monitoring of value for money and social impact.
- Translate the commissioning strategy into a medium term financial model and annual operating plans, whilst, ensuring that this model is able to demonstrate effective benchmarking of efficiency and achievement of value for money.
- To provide specialist advice and guidance to relevant staff, stakeholders and service providers in respect of commissioned services. Protecting and upholding at all times the current PCC's priorities, strategic objectives and statement of principles.
- To develop and maintain constructive relationships with existing and new partners and stakeholders including the third sector. To negotiate, facilitate and enable opportunities that will maximise the likelihood that the PCC's priorities will be met as planned. This will include the identification of mutually aligned objectives which will then prioritise the pivotal relationships across Derbyshire and the region, which may be political, economic or operational.
- To work closely with key partners, users, and providers to identify opportunities for further joint working and innovation that will maximise the likelihood that the Commissioner's priorities will be met as planned.

- To oversee the delivery of the Commissioner's grants schemes particularly the evaluation of scheme proposals and integration/overlap with the wider commissioning landscape. To enable a culture of continuous improvement and efficiency in terms of the grants process.
- To identify and exploit opportunities for developing relationships with other agencies and interacting with them in a way that encourages mutually beneficial relationships that will maximise the likelihood that the Commissioner's priorities will be met as planned.
- To represent the Commissioner's Office and the agreed Statement of Principles at all times, sharing and addressing risks and issues within existing and developing internal governance processes and systems.

Skills, Knowledge and Experience Required of Post holder:

Essential:

1. Recent and relevant experience in a senior commissioning position, with proven experience of developing and managing commissioning and contracting functions. Commissioning and managing budgets and commissioned services. This should include proven senior level relationships with at least three of the following; local authorities, the Police, CRCs, NHS (CCGs and NHS Provider Trusts), NHSE, Ministry of Justice, NOMs, Housing Trusts, Third sector organisation holding a PCC contract.
2. Significant, proven experience of strategy development with strong analytical abilities. A demonstrable track record of pro-actively translating ideas and plans into action with a high degree of flexibility and innovation as to the method of delivery. Demonstrating strong leadership skills in doing so.
3. Demonstrate strategic awareness and political astuteness, to understand the sensitivities in a multi-agency operating environment. Experience of successfully managing and resolving conflict in a multi-agency environment.
4. Thoroughly competent in working with data - financial and other performance based information, to evaluate proposals and determine efficiency and effectiveness including significant experience of extracting data and information from multiple public sector sources to identify demand and need at a local level.
5. Experience of successful collaborative and partnership working across disciplines, including development of innovative joint solutions to long- standing issues, whilst ensuring sound governance.
6. Confident communicator, with experience of creating appropriate networks, able to convey complex ideas to a variety of audiences using appropriate methods.
7. Experience of risk assessment, risk management and risk assurance within a similar organisation.
8. Educated to degree level or equivalent, with evidence of continuous professional development, including Project Management Qualification e.g. PRINCE 2 or similar.
9. Proficiency in Microsoft Office packages.
10. Be driven, self-motivated and willing to work on own initiative.
11. Demonstrable respect for equality and diversity.
12. Must have access to transport and be able to travel around the County and on occasion the East Midlands and beyond.

Desirable:

1. Postgraduate management or leadership qualification.
2. Experience of successfully delivering partnerships in a varied rural/urban environment, embracing many different cultural backgrounds.
3. Knowledge of local government decision making process.

4. Understanding of the statutory framework within which the Police and Crime Commissioner operates.

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 and Crime Commissioner can offer a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.