



## Job Description

### Chief Executive Officer

Version - 1.0 Date – 21/07/2021

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<b>Post Number:</b>	PC018
<b>Grade:</b>	Fixed salary - £89,319 per annum
<b>Weekly Hours:</b>	37 hours per week  Due to the nature of the role the post holder will be required to be flexible in the hours works and their availability. It is expected that a small proportion of duties will take place during evenings and at weekends for which no additional recompense is provided.
<b>Department:</b>	Police and Crime Commissioner (OPCC)
<b>Location:</b>	Leicestershire Police Headquarters, Enderby, Leicestershire
<b>Responsible To:</b>	Police & Crime Commissioner (PCC) and/or Deputy Police & Crime Commissioner
<b>Responsible for:</b>	Chief Finance Officer, Head of Commissioning, Head of Communications, Head of Performance and Monitoring, Executive Team members
<b>Contacts:</b>	<p>Internal: PCC, advisors to the PCC, Finance Director to the PCC, OPCC senior management and staff, senior staff members and officers of the Leicestershire Police</p> <p>External: Members of the Police and Crime panel, senior officers of Leicester City Council, Leicestershire County Council, and Rutland County Council. Senior politicians and officers of District and Borough Councils within the force area. Members of Parliament, Senior officers of other Police Forces, Senior officers of PCCs regionally and locally, APCC, NPCC, College of Policing, Home Office, CPS, Ministry of Justice, HMIC, IPCC, Local Government Association, Health bodies, Probation Service, Voluntary Sector, News media, members of the public. Stakeholders/partners/service providers.</p>
<b>Purpose of the role:</b>	<p>To discharge the statutory defined duties of the Chief Executive Officer of the Police and Crime Commissioner as set out by the Police Reform and Social Responsibility Act 2011; including being the head of paid service and exercising the role of Monitoring Officer.</p> <p>To deliver the PCC's key corporate priorities</p> <p>To ensure the OPCC have appropriate and effective decision-making processes in line with principles of good governance and reviews compliance with the Corporate Governance Framework.</p> <p>To ensure effective risk and performance management to provide assurance that the OPCC is meeting its aims and complies with financial and legislative requirements in line with core values.</p> <p>To lead and manage the OPCC staff team to deliver high levels of performance, communication, motivation and engagement to enable them to deliver their role and PCC objectives.</p>

Residency vetting requirements: 5 years continuous UK residency.

**Health and Safety:**

To comply with the health and safety policy and its associated procedures and co-operate with your manager and the OPCC 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.

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**Person Specification**

**Knowledge, Skills & Abilities**

**Essential Criteria**

*A clear definition of the necessary criteria.*

**Knowledge/ Education** (including qualifications):

1. To hold a Management qualification or degree and significant experience in organisational leadership.

**Work Experience:**

2. To evidence previous experience working as a Chief Officer and/or Section 151 Officer in large and complex organisations
3. To have an excellent working knowledge and understanding of current issues within policing in England and Wales, police and local government law, practice and statutory requirements.
4. To have a detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities.
5. Proven track record of managing change successfully and delivering improved performance and value for money
6. Proven experience of building effective relationships with a wide range of individuals. Highly developed skills in persuasion, influence, negotiation, communication and interpersonal skills.
7. Proven experience of leading and influencing high performing professional teams, effective people and performance management to deliver the PCC and organisation's objectives.

**Personal / Interpersonal Skills, Aptitudes:**

8. Ability to think independently, strategically and flexibly, taking a long- term perspective.
9. Ability to assimilate complex information quickly, weigh up alternatives and make sound, timely decisions.
10. Proactive commitment to fairness and diversity and high standards of professional conduct. High standards of ethical behaviour, probity, integrity, honesty and responsibility.
11. Strong management skills of objective setting, monitoring, engaging, team building, collaboration and motivating to achieve individual and collective results.

**Special Skills:**

12. Understanding of managing a department within a strict legislative framework. To have a detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities including those of the Police and Social Reform Act 2011 and Crime Act 2017. Demonstrates experience of managing reputational risk within a political environment.

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

**Desirable Criteria**

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

**Work Experience:**

1. To have knowledge and expertise across the policy environment in which the Commissioner operates.

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

**Core Responsibilities/ Accountabilities****Chief Executive Officer Responsibilities**

- Carry out the duties of Chief Executive Officer and Monitoring Officer and act as Head of Paid Staff appointed under the Police and Social Reform Act 2011.
- To undertake the role of Monitoring officer and notify designated officers/bodies of any illegality or maladministration in relation to the PCC.
- In conjunction with the OPCC's Section 151 officer ensure propriety in the conduct of the PCC's business including appropriate governance arrangements for contracts and tendering processes, the management of strategic risk and information management.
- Ensure PCC's compliance with the Code of Conduct and maintenance of appropriate standards.
- Ensure the provision of appropriate and timely advice and briefings to the PCC.
- To provide leadership, setting the strategic direction and providing support to the PCC in his/her statutory duty to secure an efficient and effective police service for Leicester, Leicestershire and Rutland.
- Provide clear and visible leadership to the Office of the PCC including staff development and training and work directly to the Commissioner in relation to personal objectives and development.
- Lead and manage the OPCC managers and staff members by ensuring good communication, performance management, objective setting, engaging, inspiring and motivating the team.
- Oversee arrangements for the appointment of the Chief Constable including terms and conditions and matters relating to complaints and discipline.
- Develop and maintain external relationships at a senior executive and political level with partners, organisations and stakeholders.
- Be the Data Controller for the OPCC (Delegated by the PCC).
- Ensure the organisation fully meets its statutory and other obligations including the maintenance of formal records and processes.

**Statutory Responsibilities:**

- Develop and maintain effective relationships with the Chief Constable, other members of the Command Team and the Force in general, to ensure that the PCC's statutory duties are met.
- Deliver a strong effective liaison link role between the PCC and the Force, sharing knowledge and information collaboratively.
- To distil and disseminate relevant information and advice to the PCC to enable him/her to challenge, where appropriate, the Force's strategic performance.
- To support the PCC in ensuring that policing in Leicestershire is accountable to local people through the development and implementation of effective communication, consultation and community engagement strategies and plans.
- Ensure the provision of an effective, co-ordinated public relations service to enhance public understanding and awareness of the role and responsibilities of the PCC.
- To support the PCC to increase his/her influence and profile locally, regionally and nationally.
- To establish effective working relationships at local, regional and national level.
- To strive for continuous improvement regarding efficiency and effectiveness of the OPCC.
- Support efficient and effective delivery of the PCC Plan together with any associated delivery plans, including business plans for the work of the office.
- Develop a strong and effective relationship with the Police and Crime Panel and service its requirements to enable it to properly discharge its statutory functions
- Develop and maintain mechanisms for commissioning services from external organisations to meet emerging needs.
- Ensure proper and adequate independent legal advice is obtained where appropriate.
- Ensure that the OPCC performs its equalities and diversity duties and responsibilities.
- To provide high level strategic advice to the PCC on a range of subjects, particularly in relation to his/her decision making and governance procedures.
- To strategically direct the governance and executive statutory arrangements for the OPCC in accordance with the Police Act 2008 and the Police Reform and Social Responsibility Act 2011 and other related legislation.
- Management of governance and integrity including the handling of complaints against the Chief Constable.
- To provide strategic direction and advise to the PCC in fulfilling his/her functions and providing professional leadership, responsibility and management for the overall budget, strategy and operational network for the PCC.

**Administration**

- Ensure the PCC operates effective corporate governance and business arrangements, regularly reviewing systems and structures to deliver continuous improvement.
- Ensure that the OPCC staffing structure, processes and procedures are reviewed and designed to facilitate the provision of effective and high-quality administrative services.

## General

- Actively promote equality of opportunity, proactively 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 policing reflected in the PCC's objectives and priorities.
- Be flexible in terms of working location and be prepared to, when required, work and travel nationally to fulfil the duties of the role.

## Political Restrictions

- This post has been identified as being politically restricted under the Local Government and Housing Act 1989 as amended by the Local Democracy, Economic, Development and Construction Act 2009. Further guidance regarding these restrictions is contained in the Police Staff Council Terms and Conditions of service, Section 3,8.1, Politically Restricted Posts, accessible on the intranet, HR Website.
- The postholder's freedom to act is prescribed by the appropriate statutes and regulations by which the OPCC is bound.

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## 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)

Security Check (SC)

**Car User:** Yes – Casual Allowance

**Additional Information:** Must hold a full driving licence and be prepared to use own car for business purposes.\*

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