



## **CHIEF EXECUTIVE AND MONITORING OFFICER**

### **CAMBRIDGESHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER**

#### **CANDIDATE INFORMATION PACK**

## ROLE REQUIREMENTS

### Role Purpose

To discharge the statutory duties of the Chief Executive Officer of the Office of the Police and Crime Commissioner (OPCC) as set out in the Police Reform and Social Responsibility Act 2011, including exercising the role of Monitoring Officer.

The post holder is ultimately responsible for the OPCC and works at the highest level of the organisation working with the Police and Crime Commissioner (PCC), the Chief Constable and his Senior Management Team.

The PCC has a range of statutory duties and this post will be responsible for ensuring that the PCC fulfils these and provides advice on issues where there could be illegality or maladministration in relation to the business of the PCC.

### Key Responsibilities

- Work with the PCC to support and advise them in the development of their Police and Crime Plan and contribute to the efficient and effective delivery of the Plan.
- Provide leadership, strategic direction, and advice to support the PCC in their statutory duty to secure an efficient and effective police service for Cambridgeshire.
- Ensure that the PCC fulfils their statutory duties and responsibilities as set out in legislation.
- Provide the PCC with timely and accurate advice, ensuring that they are well informed and equipped to carry out their role.
- Ensure propriety in the conduct of the PCC's business, ensuring appropriate governance and compliance arrangements are in place, and the management of strategic risk.
- To undertake the role of Monitoring Officer and notify designated officers/bodies of any illegality or maladministration in relation to the business of the PCC.

### Leading the OPCC

- Provide overall management of the OPCC through clear and visible leadership to OPCC staff to empower and enable them to undertake their roles, having overall responsibility for their ongoing development and training, and line management of the Senior Management Team and other Team members as required.
- Ensure that OPCC processes, procedures and support services are in place to facilitate the effective and efficient functioning of the OPCC in order to support the PCC, and promote a culture of innovation, flexibility and responsiveness, mobilising the Team to respond swiftly to changing priorities and service delivery.
- Ensure compliance with legislative requirements pertaining to the PCC and the OPCC, including but not limited to, information rights, health and safety, equality and diversity, employment law, and financial compliance.

### **Financial management**

- In conjunction with the Chief Finance Officer have responsibility and accountability for the financial planning, budgetary control, resourcing and asset management of the funds allocated to the PCC, ensuring compliance with statutory responsibilities
- Support the PCC in their oversight role of the Chief Constable's day to day financial management of the Constabulary.
- To maintain oversight of any commissioning and procurement of contracts and services to ensure adherence to financial procedures.

### **Partnership working, relationship management and engagement**

- Ensure effective engagement with the Chief Constable and his Senior Management Team in planning, delivering, and managing the PCC's business.
- Provide strategic leadership in respect of partnership working ensuring the involvement of the right partners and stakeholders to achieve effective engagement at a local, tri-force, regional, and national level, recognising risks, issues and barriers to delivery whilst striving for cohesive solutions and outcomes.
- Build own effective relationships at all levels through successful negotiation, influencing and engagement with partners, stakeholders, and service providers, to ensure that they are aligned and contributing to the delivery of the Police and Crime Plan.
- Ensure the PCC's effective and timely engagement with the public, communities, representative groups and the media.
- Develop and maintain a constructive and effective relationship with the Police and Crime Panel.

### **Scrutiny and performance**

- Facilitate and advise the PCC in their support, scrutiny and challenge of holding the Chief Constable to account for his statutory duties, including for an efficient and effective police force and the overall performance of the Constabulary against the priorities agreed within the Police and Crime Plan.
- Facilitate and support the PCC in their responsibilities to effectively support and challenge other partners in relation to their contribution to the delivery of the Police and Crime Plan and the PCC's wider statutory remit.

### **Governance**

- Develop, maintain, and ensure compliance with robust and transparent controls and underpinning systems and processes for corporate governance and compliance to manage and minimise risk, undertaking regular reviews to deliver continuous improvement.
- Ensure transparency, accountability, rigour and effectiveness in relation to the PCC's governance arrangements, ensuring their adherence to the Nolan Principles, any Code of Conduct, and any other statutory requirements.

- Ensure audits and inspections are carried out efficiently and effectively and any other aspects of internal and external controls are undertaken.
- Ensure PCC undertakes statutory duties in respect of the complaints.
- Ensure proper and adequate legal advice is obtained when appropriate.

#### **Collaboration**

- Advise the PCC and be their strategic lead for tri-force, regional and national collaboration through ensuring appropriate governance is in place, scrutiny of business cases and other proposals, and offering constructive challenge and support in order to deliver efficiency and or effectiveness.

#### **General**

- Other duties as reasonably required by the PCC.

## PERSON SPECIFICATION

- Educated to degree level.
- Substantial and proven experience operating at a senior strategic leadership level.
- Significant understanding of working in a political environment particularly with a comprehensive and detailed knowledge of the policy and governance environment in which a PCC operates in at a local, national and collaborative level.
- Significant understanding of current issues within policing and the governance of policing.
- Substantial and proven experience in the ability to lead, motivate and inspire a 'one team' approach culture to empower and enable professionalism, transparency, accountability and continuous improvement.
- Extensive experience of building constructive, collaborative and effective strategic relationships across partnerships at the highest levels, bringing direction and cohesion to achieving outcomes, with the confidence to bring robust strategic challenge where required.
- Professionally competent to operate independently, taking responsibility for actions and decisions as they might impact specifically on statutory and fiscal functions, business delivery, and reputation.
- Strong ability to use sound judgement, technical evidence and knowledge to arrive at accurate, expert and professional decisions and advice.
- Substantial and proven ability to recognise, anticipate, and balance risks and issues, particularly in a political and partnership environment, in order to take appropriate and effective action to ensure mitigation of risk.
- Proven experience of financial management and planning skills with demonstration of financial acumen and astuteness to assess financial and business risk and ensure propriety in any action taken.
- Detailed understanding of legislative frameworks, corporate governance and compliance responsibilities.
- Strong analytical thinking and problem solving to be able to analyse and present complex and diverse information and contextual narrative to a range of audiences.
- Substantial and proven success of managing projects and business change programmes with a focus on benefits realisation.

## TERMS AND CONDITIONS

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| <b>Salary</b>            | £95,000 per annum.   |
| <b>Contract Type</b>     | Permanent appointment subject to satisfactory probation period.  |
| <b>Hours</b>             | Full time – 37 hours per week. This will be worked subject to the needs of the business but this requires flexibility to attend meetings outside of standard business hours.   |
| <b>Workplace</b>         | The OPCC is currently working agilely but will eventually be back in the office in Huntingdon. The postholder must be able to travel to the office, regionally and nationally for meetings to meet business need once circumstances allow. |
| <b>Appointment offer</b> | The appointment is conditional on appropriate medical clearance, Non-Police Personnel Vetting Level 3 and Security Checks, and references.   |

## APPLICATION PROCESS

### CV and Personal Statement

Candidates are required to submit their CV and a Personal Statement. Your CV should set out your career history, with key responsibilities and achievements, and be no more than 2 pages. The Personal Statement needs to demonstrate how your personal skills and experience meet both the Role Requirements and Person Specification and your motivation for applying for the role. Your Personal Statement should be no more than 2 pages.

### Contact point for applicants

Please submit your CV and Personal Statement to Aly Flowers, Cambridgeshire Office of the Police and Crime Commissioner at [aly.flowers@cambs.pnn.police.uk](mailto:aly.flowers@cambs.pnn.police.uk) no later than 09:00 hours on Monday 18<sup>th</sup> January 2021.

In your covering email please let us know the following:

- If you consider yourself to have a disability or have a neurodiversity, such as dyslexia, that you wish us to know about at this stage;
- If you require any reasonable adjustments in your application process; and
- Confirmation that you are a British Citizen or a citizen of a country that is a member of the European Economic Area or Switzerland; and

Potential candidates are welcome to have an informal virtual discussion regarding this post with both the Acting Police and Crime Commissioner and the Chief Finance Officer. This can be arranged by contacting Louise Barlow at [louise.barlow@cambs.pnn.police.uk](mailto:louise.barlow@cambs.pnn.police.uk)

### Shortlisting

Candidates will be notified of the outcome of the shortlisting by the 27<sup>th</sup> January 2021. Unfortunately, should a candidate not be successful at this stage we are unable to offer any feedback.

### Interview

Socially distanced face-to-face interviews will be held on the 10<sup>th</sup> February 2021. Details of the interview arrangements will be provided to candidates who pass the shortlisting stage.

### Confirmation Hearing

The Cambridgeshire Police and Crime Panel is required to hold a Confirmation Hearing to review the Commissioner's proposed appointment to this post and make a recommendation as to whether or not the candidate should be appointed. The successful candidate must be available for the Confirmation Hearing which is to be held on the 10<sup>th</sup> March 2021.

### Other information

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. The OPCC welcomes people with disabilities and will do its best to make adjustments to the recruitment process, working arrangements and or the working environment provided it is reasonable in all the circumstances to do so.

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