

Appendix A - ROLE PROFILE

Role Title:	Chief Finance Officer to Police and Crime Commissioner (PCC)
Department/Unit:	Office of the Police and Crime Commissioner
Rank/Grade:	SPOT
Reporting to:	Chief Executive
Main purpose of the role:	<p>To fulfil the responsibilities of the Section 151 statutory Chief Finance Officer on behalf of the Police and Crime Commissioner (PCC) for Cambridgeshire and Peterborough ensuring arrangements are in place for proper financial administration and good governance.</p> <p>To ensure the proper administration of the PCC's financial affairs, as required by Schedule 1, paragraph 6 of the Police Reform and Social Responsibility Act 2011 and section 114 of the Local Government Finance Act 1988.</p> <p>To provide advice and guidance to the Chief Executive and PCC on the running of the Corporation Sole.</p>

Key Responsibilities

OPCC

- Act as section 151 officer for the OPCC.
- Strategic financial advice to the Commissioner & Chief Executive especially on a collaborated LLP for Estates and Capital Programme.
- Undertake to engage on a national level e.g., PACCTS network, to ensure that Cambridgeshire OPCC is able to respond to national requirements in a timely manner.
- Oversight of the precept process.
- Oversight of the budget preparation, monitoring & control of the OPCC budget & grants.
- Procurement advice as required.

OPCC/Constabulary Group

- Oversight of the Medium-Term financial planning process and budget preparation.

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<ul style="list-style-type: none"> • Treasury Management – including ensuring any investments will not cause reputational damage. • Strategic oversight of the ongoing VFM of the collaboration between Bedfordshire, Cambridgeshire and Hertfordshire and their respective Police & Crime Commissioners. • Work with the Chief Constable’s Chief Finance Officer in a mutually supportive way to facilitate the execution of their duties. • Ensure that the capital programme and investment decisions within the budget plans are fully evaluated, affordable and deliver value for money. To ensure capital plans are supported by robust asset management plans and strategies. • Oversight of the production of the Group Statement of Accounts and Annual Governance Statements.
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Financial e.g., Limits/Mandates	Non-Financial e.g., Staff Responsibility
<ul style="list-style-type: none"> • The post holder will work closely with the CFO for Cambridgeshire Constabulary. 	<ul style="list-style-type: none"> • Line management responsibility for staff

Psychological Assessment	Not required
Homeworking / Agile Working	Agile Working
Vetting Level	Management Vetting NPPV3

Entry Requirements
<ul style="list-style-type: none"> • CCAB qualified and current member with an up to date CPD • Knowledge of public sector finance, accounting codes of practice and legislation • Experience of working with and advising Chief Officers • Experience of working at a strategic level • Political awareness and sensitivity • Knowledge of services as described above and have a proven track record in motivating internal/external stakeholders.

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- Have strong communication and presentation skills, both written and verbal
- Demonstrate an ability to analyse complex financial data accurately whilst under pressure.

Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence as they may be required to travel to meetings at different locations.
- If using a private vehicle, then business insurance needs to be organised by the individual.
- The post holder will occasionally be required to work additional hours, including evenings and weekends.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- This appointment is subject to a confirmation hearing of the Police and Crime Panel.
- There is a requirement for the role holder to meet the probationary objectives set.

Assessment of Performance in Role

- Personal Development Review (PDR)

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate. I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance. I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed. I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions. I ensure that all perspectives

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<p>inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.</p>
<p>We take ownership</p>
<p>I act as a role model and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame. I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities. I define and enforce the standards and processes that will help this to happen. I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance. I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance. I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.</p>
<p>We are collaborative</p>
<p>I am politically aware, and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures. I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private). I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities. I create an environment where partnership working flourishes and creates tangible benefits for all.</p>
<p>We deliver, support and inspire</p>
<p>I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made. I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals. I ensure that everyone understands their role in helping the police service to achieve this vision. I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these. I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes. I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment. I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners. I motivate and inspire others to deliver challenging goals.</p>

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We analyse critically

I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios. I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial. I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations. I use my knowledge of the wider external environment and long-term situations to inform effective decision making. I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support.

We are innovative and open-minded

I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance. I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements. I work to create an innovative learning culture, recognising and promoting innovative activities. I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere. I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.

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