

# OFFICE OF THE SURREY POLICE & CRIME

## COMMISSIONER

### Job Profile

<b>Job Title:</b>	<b>Chief Executive and Monitoring Officer (one-year fixed term maternity cover)</b>
<b>Reports to:</b>	<b>Police &amp; Crime Commissioner for Surrey</b>
<b>Salary:</b>	<b>£85,000 per annum</b>
<b>Supervisory Responsibility:</b>	<b>c12 FTE staff</b>
<b>Based at:</b>	<b>Mount Browne Police HQ, Guildford</b>

#### Context

Every Police & Crime Commissioner (PCC) must have a Chief Executive, who will work with the PCC to enable delivery of the PCC's vision, strategy and identified priorities and ensure the PCC discharges his/her statutory duties and responsibilities. They will ensure effective operational and strategic leadership of the Office of the PCC. They will facilitate the accurate and appropriate scrutiny of Surrey Police's activities.

The Chief Executive also holds the role of the Monitoring Officer, with a remit to draw to the PCC's attention any actual or possible contravention of law, maladministration or injustice. The post fulfils the statutory function of the PCC's Head of Paid Service. It is a politically restricted role and must be appointed on merit.

#### 1. Job Purpose

- 1.1 To discharge the statutory defined duties of the Chief Executive Officer (and Monitoring Officer) as set out by the Police Reform & Social Responsibility Act 2011
- 1.2 To work as key advisor to the PCC to enable delivery against vision, strategy and identified priorities
- 1.3 To ensure effective operational and strategic leadership of the Office of the Police & Crime Commissioner
- 1.4 To ensure robust governance arrangements for the Office of the Police & Crime Commissioner, including to facilitate accurate and appropriate scrutiny of Surrey Police's activities
- 1.5 To support the PCC in public engagement across the county.

#### 2. Key Accountabilities

## **Key Governance, Management and Leadership Responsibilities**

- 2.1 To act as the PCC's key advisor on all matters of strategic governance compliance and oversight relating to their functions, providing independent, timely and expert advice in relation to those functions, duties, powers and procedures and keeping abreast of changing legislation
- 2.2 Identifying and progressing matters requiring decision, scrutiny or actions in according with the PCC's Scheme of Governance
- 2.3 As Head of the PCC's paid service, responsibility for all matters regarding the recruitment, employment and continued development of all people employed by or under the direction and control of the PCC and providing them with clear and visible leadership
- 2.4 In conjunction with the Chief Finance Officer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts
- 2.5 To ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation and to promote the commitment to equality and diversity in all that the OPCC does
- 2.6 To manage any appointments of Chief Constables and advising the PCC in relation to their statutory duties relating to the handling of complaints about the Chief Constable

## **Strategy and Resource Planning Responsibilities**

- 2.7 To think strategically and guide the OPCC in developing a clear and effective long-term vision and strategy, together with appropriate policies
- 2.8 In conjunction with the Chief Finance Officer, to lead the strategic development of the OPCC in the areas of information management, the management of strategic risk, human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation
- 2.9 In conjunction with the Chief Finance Officer(s), to oversee the budgetary, financial planning, resourcing and asset management aspects of the OPCC
- 2.10 To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance
- 2.11 To prepare the OPCC for inspection or examination by relevant audit bodies

## **Commissioning, Partnership and Engagement Responsibilities**

- 2.12 To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level
- 2.13 To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business
- 2.14 To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private

sector/voluntary organisations in the local community and at national and regional associations

- 2.15 To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspectorate of Constabulary, Fire & Rescue Services, Association of Police & Crime Commissioners, local authorities and other outside bodies at regional and national level
- 2.16 To deliver, review and improve performance in the areas of communication, consultation and engagement

### Scrutiny & Performance Responsibilities

- 2.17 Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans
- 2.18 Develop and maintain a constructive working relationship with the Police & Crime Panel for the area
- 2.19 Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection
- 2.20 To oversee and ensure the effective and efficient management of complaints
- 2.21 To ensure the PCC meets their statutory responsibilities in respect of publication of information and transparency

### 3. Knowledge, Skills and Competencies

3.1	Substantial experience operating at a senior management level in a public facing body	Essential
3.2	Understanding of policing governance and accountability arrangements and the challenges facing policing	Desirable
3.3	Proven track record in developing and delivering strategy and improved performance in a climate of change	Essential
3.4	Substantial experience of forming effective working relationships and establishing credibility with partners at the most senior level of a complex organisation – such as Chief Executives and Leaders, Chief Officers within the police service, the Home Office or other partner organisations	Essential
3.5	Negotiating and persuasiveness skills and the ability to use them in an environment requiring a high degree of political awareness and sensitivity, tact and diplomacy	Essential
3.6	Substantial experience of leading and developing people, individuals and teams, with success in building enthusiasm and motivation, developing the potential of staff	Essential
3.7	Ability to analyse information and develop strategies and plans that would deliver the PCC's vision and ambitions and present information – both verbally and written – effectively, accurately, concisely and appropriately	Essential

3.8	Effective communicator, able to convey difficult ideas to people at all levels from a wide range of organisations whilst respecting any contrary opinions of others	Essential
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#### 4. Other Job Requirements

- 4.1 To carry out other duties of the role as reasonably required
- 4.2 The post holder is required to successfully pass Security Check Vetting.
- 4.3 The post holder will be expected to work extended hours on occasion and be flexible in how the contracted hours shall be worked across the week, often at short notice, to meet the needs of the PCC and their office.
- 4.4 This is a politically restricted post under Section 1 of the Local Government and Housing Act 1989.

**The post holder should note that some or all of the duties and responsibilities detailed in this Job Profile require compliance with nationally agreed operating rules for accessing PNC and other information systems.**

- **PNC Code of Connections Volume 1 (version 2.1)**
- **Data Protection Act 1998**
- **Computer Misuse Act 1990**
- **Official Secrets Act 1989**