



Appendix A

**NORTHAMPTONSHIRE
OFFICE OF THE POLICE, FIRE AND CRIME COMMISSIONER**

JOB DESCRIPTION

- JOB TITLE:** Interim Chief Executive undertaking the roles of:
- **Head of Paid Service for the Office of the Police, Fire and Crime Commissioner**
 - **Monitoring Officer for the Police, Fire and Crime Commissioner (PFCC), Northamptonshire Commissioner Fire and Rescue Authority (NCFRA)**
 - **Director for Early Intervention**

SCALE:

SUPERVISION AND CONTROL: Police, Fire and Crime Commissioner

PLACE OF WORK: Wellingborough

HOURS OF WORK: 37

PURPOSE OF THE JOB:

To exercise the statutorily defined duties of the Head of Paid Service of the Office of Police and Crime Commissioner, as set out by the Police Reform and Social Responsibility Act 2011:

To exercise the statutorily defined duties of the role of monitoring officer for the OPFCC and the Northamptonshire Commissioner Fire and Rescue Authority as set out by the Police Reform and Social Responsibility Act 2011 and Local Government and Housing Act 1989 and ensuring an efficient and effective Office of the PFCC.

To deliver the Police, Fire and Crime Commissioner's key corporate and partnership priorities.

To be the principal policy adviser to Police, Fire and Crime Commissioner on matters relevant to portfolio.

To ensure effective use of resources through the Corporate Management Team and

wider workforce.

Ensure the Office of the Police, Fire and Crime Commissioner and Northamptonshire Commissioner Fire and Rescue Authority have appropriate and effective decision-making processes in line with the principles of good governance.

Ensure effective risk and performance management to provide assurance that the OPFCC is meeting its aims and complies with financial and legislative requirements in line with core values.

Act as an advocate for the PFCC and OPFCC at a local, regional and national level.

MAIN RESPONSIBILITIES:

Director responsibilities

1. To lead strategically across the development and delivery of policy and practice, creating and implementing the content of the Commissioner's programme.
2. To provide strategic direction and advice to the Commissioner in fulfilling his functions and providing professional leadership, responsibility and management for the overall budget, strategy and operational framework for the Police and Crime Commissioner and Fire and Rescue Authority.
3. Discharge fully responsibilities delegated by the Police, Fire and Crime Commissioner in discharging his responsibilities in accordance with the provisions of the Police Reform and Social Responsibility Act 2011.
4. To represent the PFCC across executive, senior stakeholder and governmental relationships. To secure effective and highly productive relationships with key partner agencies, including local government and wider public services.
5. Influence a range of policy makers, public bodies, partners and suppliers to ensure NCFRA and the PFCC are well positioned to meet existing objectives and new challenges.
6. To be the key adviser to the Police, Fire and Crime Commissioner, on key areas of policy and practice and lead on the development and delivery of strategy and plans within scope of portfolio.
7. To communicate at an executive level with senior stakeholders within and beyond the County, forging high-level relationships, fostering strategic partnerships, influencing key investment and policy decisions and enhancing the reputation and influence of the OPFCC and NCFRA. Ensure that both NCFRA and the OPFCC significantly contribute to national considerations concerning fire, policing and public safety;
8. Lead on the design, development and delivery of strategies relevant to portfolio, working collaboratively with key partners across the police force, fire and other organisations;
9. Provide strategic advice to the Police, Fire and Crime Commissioner in fields relevant to portfolio, ensuring latest developments in national and international

policy and practice inform local thinking;

10. Engage with partners across fire, policing, justice and third sector organisations to develop innovative approaches to service delivery and to seek funding to support new initiatives;
11. Ensure NCFRA and OPFCC initiatives and activities are reviewed and evaluated, capturing data and information to contribute to the evidence-base of 'what works' in the field and to embed a learning culture across NCFRA, the OPFCC and its partners.
12. To deputise for other Directors and to formally represent the Police, fire and Crime Commissioner, as required.

Statutory Responsibilities:

1. Discharge fully the responsibilities of the Head of Paid Service for the Office of the Police, Fire and Crime Commissioner in accordance with the provisions of the Police Reform and Social Responsibility Act 2011.
2. Discharge the responsibilities of the Monitoring Officer to advise the Police, Fire and Crime Commissioner, as Police and Crime Commissioner (including any companies, charities or joint ventures within the group) and Northamptonshire Commissioner Fire and Rescue Authority, to make informed decisions with legal and statutory frameworks, in accordance with the responsibilities under the Police and Social Reform Act 2011 and Local Government and Housing Act 1989.
3. Discharge fully the Duty of Best Value responsibilities as set out in Section 3 of the Local Government Act 1999 (as amended by s137 of the Local Government & Public Involvement in Health Act 2007).
4. In conjunction with the statutory s151 officer for the OPFCC and Fire and Rescue Authority, to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC to ensure compliance with the requirements of all statutory, legislative and financial frameworks.
5. Ensure propriety in the conduct of the Commissioner's business, including making proper arrangements and governance for contracts and tendering procedures.
6. To advise the Commissioner on their personnel responsibilities in respect of the Chief Constable and, in particular, on their appointment, terms and conditions of service, and matters relating to complaints and discipline.
7. To formally deputize for the Police, Fire and Crime Commissioner as Police and Crime Commissioner and Northamptonshire Commissioner Fire and Rescue Authority in accordance with the arrangements agreed by the Police and Crime Panel.

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.

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Monitoring Officer for the Police, Fire and Crime Commissioner (PFCC), Northamptonshire Commissioner Fire and Rescue Authority (NCFRA)
Director for Early Intervention

PERSON SPECIFICATION

ROLE SPECIFIC ESSENTIAL CRITERIA

Qualifications:

1. To hold a degree or equivalent in a subject relevant to the role and/ or a management or professional qualification and significant experience in organisational leadership.
2. To evidence previous operational experience working at Chief Officer level.
3. To have a detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities, including those of the the Police and Social Reform Act 2011 and Local Government and Housing Act 1989
4. Evidence of continuing professional development.

Background and Experience:

5. A successful record of leadership at a senior strategic level within an organisation of comparable scope, size and complexity (public or private sector).
6. A proven record of achievement and decision making, strategy and policy formulation of a diverse range of services at a senior strategic level, specifically in relation to corporate governance, statutory and legislative decision making and compliance.
7. Substantial knowledge and experience of leading strategic planning, budget preparation and control, legally compliant decision making and contracting arrangements, management and resolution, organisational and statutory management and control across more than one large and complex organisation
8. Proven experience of providing strategic legal and policy advice and challenge to senior and political leaders.
9. Experience and success in:
 - a. Promoting, leading and influencing high performing, professional teams
 - b. Effective partnership working and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
 - c. Driving cultural change and organisational vision and values.
 - d. Operating in a political environment, providing professional advice and guidance to and building effective working relationships with senior managers, government officials and elected members.
 - e. Developing strategic policies and plans.

Skills/Knowledge

10. Excellent current working knowledge and understanding of police, fire and local government law, practice and statutory requirements.
11. Thorough understanding of the current issues and future challenges facing the sector and their impact across a range of policing and fire services,
12. Demonstrable leadership skills; specifically the ability to “take people” with you and promote organisational vision and values.
13. Effective interpersonal and communication skills, with ability to engage a range of audiences and positively represent the PFCC and NCFRA,
14. Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.
15. Ability to encourage and engender collaborative working and build positive relationships with external agencies, partners and internal and external stakeholders.
16. Political awareness and the ability to work successfully within a political environment through effective working relationships.
17. Ability to challenge others constructively and to make informed decisions that if challenged can be substantiated.
18. Excellent communication and interpersonal skills, including strong report writing and presentation skills.
19. Ability to learn from experience and to share that learning through future actions to improve service delivery and performance.
20. Strong management skills, with ability to lead and influence others, make informed decisions and build and maintain successful relationships and networks.
21. Strong influencing and negotiating skills.
22. Strong financial and budget management skills.
23. Highly developed analytical and problem-solving skills, able to work strategically and apply sound judgement.

Personal Qualities

24. Passionate about providing services to the community.
25. Positive role model for behaviours and culture.

26. Collaborative and strategic leader – able to motivate and work across boundaries and achieve performance/results through others.
27. Sound judgement in devising and evaluating options and dealing with complex issues.
28. Demonstrable evidence of policy judgement, political awareness and astuteness
29. Robust and resilient, with drive and self-motivation.
30. Commercially/ financially/ legally astute and client focussed.
31. Innovative, with a 'can do' attitude.
32. Flexible and able to meet competing demands and challenging circumstances.
33. Ability to work under pressure and work at pace to achieve priorities.
34. Personality and credibility that engages and commands the confidence of all stakeholders.
35. Building rapport and relationships with ease and quickly gaining trust.
36. Ethical, accountable behaviour including a personal commitment to equality, diversity and inclusivity.