



## OPCC Senior Officer Posts

The Police Reform and Social Responsibility Act 2011 makes it a statutory requirement for a Police & Crime Commissioner to have a Chief Executive and a Chief Finance Officer.

The Elected Local Policing Bodies (Specified Information) Order 2011 requires the Police & Crime Commissioner to publish details of all senior posts within the Office of the Police & Crime Commissioner and the roles of all staff. (A Senior post is classed as a member of staff who earns over £58,200 per annum)

### **Chief Executive / Head of Partnerships & Commissioning - Salary £71,978.34 (Full Time)**

The post holder is responsible for:

- Working with the Police and Crime Commissioner to enable delivery against vision, strategy and identified priorities
- Ensuring effective operational and strategic leadership of the Office of the Police & Crime Commissioner through on-going management and engagement.
- Facilitating the accurate and appropriate scrutiny of the Police Force's activities
- The post holder will have overall responsibility for the strategic direction, planning and management of the Commissioner's Office in accordance with professional standards and the legislative and fiduciary responsibilities of the statutory office.
- The post holder will operate within the APACE Statement on the Role of the Chief Executive and Monitoring Officer of the Police and Crime
- Leading on the commissioning of services and management of contracts/funding and grant agreements on behalf of the Police and Crime Commissioner
- Leading the development and implementation of a comprehensive commissioning plan to deliver outcomes and priorities independently and jointly with other strategic partners
- Leading the development of negotiation strategies and managing annual contract negotiation processes across multiple contracts/agreements
- The development of effective commissioning relationships with partners and providers and securing the value for money of commissioned services.

### **Deputy Chief Executive / Head of Communications and Business Services - Salary £71,978.34 (Full Time)**

The post holder is responsible for:

- The strategic management of all arrangements for public perception and reputation. The post holder is pivotal in providing corporate public affairs strategy, advice and coaching to the Police and Crime Commissioner in high profile media environments of regional and national interest, managing reputation and the media interface.

- Professional leadership, responsibility and management of the overall strategy and operational framework for the delivery of all public facing activities for Police and Crime Commissioner ensuring that all statutory and legal obligations are met.
- Leading on behalf of the Chief Executive with responsibility for all aspects of the office, business services and non-financial governance; providing advice and support to the Chief Executive in ensuring that the arrangements regarding matters of integrity and conduct meet all statutory and legal requirements.

#### **Joint Chief Finance Officer - Salary £36,585.36 (0.5 FTE)**

This post is a joint post shared with the Constabulary. The post holder is appointed jointly but is employed by the Constabulary and works for 50% of their time for the Police and Crime Commissioner, who pays half of their salary costs.

The post holder is responsible for:

- Professional leadership and management of financial arrangements as the Commissioner's statutory financial officer, incorporating all financial arrangements in accordance with professional standards and the legislative and fiduciary responsibilities of the statutory office.
- To support the Commissioner in determining the budget, including statutory consultation and the overall arrangements for the management of those funds, incorporating all financial aspects of financial governance.
- Working with colleagues, the Constabulary and other partners to develop and implement strategy and to resource and deliver the Commissioner's strategic objectives sustainably and in the public interest.