



# OPCC Staff Job Roles

Detailed below is a brief summary of the roles undertaken by staff within the Office of the Police & Crime Commissioner

## **Chief Executive / Head of Partnerships and Commissioning**

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**

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**

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.

### **Partnership & Strategy Manager (Commissioning)**

The post holder is responsible for:

- Leading the development and implementation of researched and evidence based policy and strategy in respect of commissioning, community safety, victim services, criminal justice and other areas of priority to ensure the effective delivery of the objectives within the Police and Crime Plan.
- Providing professional advice in respect of policy and strategy proposals from the Constabulary and leading on securing changes, if required, ensuring proposals support wider policy and are consistent with the Commissioner's strategic direction.
- Leading the development and implementation of effective outcome and performance frameworks for services and arrangements in respect of policing, criminal justice, community safety, victims and other areas of priority within the Police and Crime Plan. Negotiating and driving implementation of improvement plans.
- Delivering effective partnership working to secure change and collaborative commissioning and delivery of services to address the objectives within the Police and Crime Plan, particularly in respect of victim services, community safety, criminal justice and Community Safety Partnerships, working with members of the Police and Crime Panel to provide information on policy and briefings to demonstrate performance and outcomes.
- Leading on the strategic, operational and day-to-day delivery of commissioned services, including negotiation and management of multiple contracts/funding and grant agreements on behalf of the Police and Crime Commissioner.

### **Partnership & Strategy Manager (Policy & Performance)**

The post holder is responsible for:

- Leading, developing and managing strategies policies and procedures which enable the Police and Crime Commissioner to discharge their statutory obligations

- Setting strategy and scrutinising the plans, performance, efficiency and value for money of the Constabulary
- Working with the Constabulary, external stakeholders and the public to manage change and secure continuous improvement
- Providing the Police and Crime Commissioner with expert advice, research and information to enable them to achieve their objectives.

### **Modern Slavery Human Trafficking/Sex Working Coordinator**

The post holder is responsible for:

- Develop and embed best practice in relation to a Modern Slavery Human Trafficking and Sex Workers strategy and represent Cumbria at a local, regional and national level.
- Put systems and strategies in place to develop capabilities in Cumbria. Identify best practice or concerns in relation to Modern Slavery Human Trafficking and Sex Workers and share or address with the Leadership Team and Community Safety Partnership.
- Develop business plans to translate the vision into operational reality and work with all staff and external partners to enable implementation. Maintain a performance framework by working with Areas, Managers and partners. Identify best practice and implement within the county to improve awareness. Ensure information sharing agreements are legal and appropriate in the safeguarding of Modern Slavery Human Trafficking victims and Sex Workers.
- In consultation with partners, establish and develop operational systems to deliver effective responses to the victims of Modern Slavery Human Trafficking and Sex Workers. Develop and lead change to build upon and integrate current models, locally, regionally and nationally. Negotiate and influence partners to identify financial streams and resources to assist victims of Modern Slavery Human Trafficking and Sex Workers.
- Identify the need for staff and partner development within the Modern Slavery Human Trafficking and Sex Workers strategy and provide solutions to address these needs.
- To prepare for and attend local and regional meetings on behalf of Cumbria and provide the appropriate updates and plans to mitigate risk around victims of Modern Slavery Human Trafficking and Sex Workers

### **Assistant Policy Officer**

The post holder is responsible for:

- Supporting and assisting in the development of researched and evidenced-based policy and strategy in respect of community safety, support for victims, criminal justice and other areas of priority to ensure the effective delivery of the objectives within the Police and Crime Plan.
- Assist in the managing the development and implementation of effective outcome and performance frameworks for services and arrangements in respect of policing, criminal justice, community safety, victims and other areas of priority within the Police and Crime Plan.
- To support the Head of Partnerships and Commissioning and the Partnerships and Strategy Manager in their day-to-day functions.

### **Victims Advocate**

The post holder is responsible for:

- Responsible for the development, management and delivery of the victims services providing direction and guidance.
- To provide advocacy to the OPCC and partners focusing on the delivery of services in the county across a wide range of partners from health to criminal justice.
- To work with victims to understand the changing environment of advocacy and be the victim's voice in reviewing, evaluating, defining and implementing improvement to services.

### **Safer Cumbria Admin Officer**

The post holder is responsible for:

- Preparation of CCJB reports and general correspondence
- Co-ordination and administration of meetings
- Agenda and minute preparation, distribution of papers and action plans
- Maintenance of Board and CJ documentation and records
- Recording and distributing communications to members of the CCJB and senior managers within the local Criminal Justice System agencies
- Ensuring actions are brought forward to relevant officers of the Board and deadlines are communicated for actions
- Organisation of facilities, meeting rooms and provision of equipment etc.
- Arranging travel and accommodation for Board Members and Support Team Members to attend national events and workshops
- Assist the Board and its members in the development of CJ Services within Cumbria
- Generally facilitate the work of the CCJB and support the Business Manager as required
- Liaison role between OCJR, Board sponsor, and local strategic partners to facilitate effective communications and joint working

### **Media and Communications Officer**

The post holder is responsible for:

- Managing the development and implementation of the Office of Public Engagement on behalf of the Commissioner, which includes raising the public perception of the Office of Police and Crime Commissioner and managing any reputational risks.
- Management of the arrangements for internal and external communications, incorporating on-going development to meet the Commissioner's statutory responsibilities and priorities within the Police and Crime Plan in relation to public confidence in the police and understanding the needs of communities.
- Management of all aspects of communication from media, marketing, internal communications, PR, e-communications and corporate publications.
- Provide the Office of the Police and Crime Commissioner with day-to-day media management and identifying pro-active activities as part of the Police and Crime Plan.
- Support for engagement events as required.

### **Communities Engagement Officer**

- Management of the development and implementation of engagement on behalf of the Commissioner which includes raising the public perception of the Police and Crime Commissioner and managing any reputational risks.
- Management of the arrangements for engagement, incorporating on-going development to meet the Commissioner's statutory responsibilities and priorities within the Police and Crime Plan in relation to public confidence in the police and understanding the needs of communities.
- Management and delivery of all aspects of public, community and office engagement, managing the Youth Commission and working with the Partnerships and Commissioning team to maximise marketing and profile opportunities.
- Provision of consultations for the OPCC, identifying pro-active activities as part of the Police and Crime Plan.

### **Governance Manager**

The post holder is responsible for:

- Leading on the development, implementation and management of the arrangements for governance, incorporating executive decision-making, codes of conduct, support to the audit committee and executive board, risk management, equality and diversity, information disclosure and management of complaints correspondence.
- Setting strategy and scrutinising the implementation of governance arrangements for the Office of the Police and Crime Commissioner.
- Providing the Police and Crime Commissioner with expert advice, research and information to enable them to adhere to legislative requirements.
- Undertaking the role of Deputy Monitoring Officer to the Chief Executive and acting as Monitoring Officer when required.
- Management of the scheme for independent custody visitors, ensuring its compliance within statutory requirements.
- Management of the administration office and support arrangements for the Commissioner with responsibility for line management of administration and support staff.

### **Governance Officer**

The post holder is responsible for:

- Management of the Quality of Service Issues process, determining how they should be dealt with, monitoring progression and providing responses.
- Management of the scheme for independent custody visitors, ensuring its compliance within statutory requirements.
- To work alongside the Governance Manager, supporting and assisting in the development and delivery of non-financial governance and statutory duties for the Office of the Police and Crime Commissioner.

### **Executive Support Officer to the Police & Crime Commissioner**

The post holder is responsible for:

- Managing the Police and Crime Commissioner and Deputy Police and Crime Commissioner ensuring that they and the Office of the Police and Crime Commissioner are run in a smooth and effective manner to ensure that it is efficient and effective.
- To manage and ensure administrative information and secretarial support is provided efficiently to the Chief Executive.
- To provide executive assistance to the Police and Crime Commissioner in undertaking their duties including delegated responsibility for selected tasks, and act as their 'gate-keeper'.

### **Administration Assistant**

The post holder is responsible for:

- To provide an efficient, high quality administrative service to ensure the smooth running of the Office of the Police and Crime Commissioner (OPCC).
- To act as the first point of contact for those contacting the OPCC.
- To provide efficient, high quality administrative support to officers of the OPCC in the delivery of their responsibilities.