CUMBRIA

Peter McCall

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 Communications and Business Services

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 Partnerships and Commissioning

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 & Commissioning Team

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.

Project Manager (12-month appointment)

The post holder is responsible for:

- The Project Manager is responsible for the delivery of OPCC projects on behalf of the OPCC Executive Team and ensure the effective delivery of the objectives within the Police & Crime Plan.
- The Project Manager's prime responsibility is to ensure the project delivers the required products within agreed constraints of time, cost, quality, scope and risk and will deliver the financial, efficiency, risk reduction or other benefits anticipated in the business plan.
- The scope of potential projects includes developing and writing funding bids, commissioning services, contract management and review, and developing the right governance infrastructures to support implementation and successful delivery of the projects.
- The Project Manager will have core responsibility of working with the Constabulary to deliver an offender management programme across the county – known as the Cumbria Pathways project.
- The post holder will be responsible for managing a diverse range of internal and external resources to deliver the range of OPCC projects.
- The Project Manager is responsible for ensuring benefits are identified and that effective plans for benefit realization are defined and agreed.

Assistant Partnerships 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.

Safer Streets Co-Ordinator (3-year appointment)

The post holder is responsible for:

- Planning, organizing, and delivering OPCC projects, on behalf of the OPCC Executive Team, that will address objectives within the Police & Crime Plan in relation to community safety.
- Working with partner agencies across the county to manage and deliver the Home Office Safer Streets Projects on behalf of the OPCC. The Coordinator will be responsible for commissioning services, contract management and review, and developing the right governance infrastructures to support implementation and successful delivery of the projects. This will also include scoping, developing, and writing bids to secure funding for future projects.

- Ensuring the Safer Streets Projects deliver the required outcomes within agreed constraints of time, cost, quality, scope and risk. The Coordinator will evaluate the projects and ensure reporting is undertaken in line with the Home Office requirements.
- Managing and delivering a number of Safer Streets Projects simultaneously, all of which are specifically time-bound.
- Working in partnership with the Constabulary to deliver the Keep Safe Project – a target hardening service across Cumbria for all victims of crime and anti-social behavior. This will include developing and managing the contract terms and funding agreements as well as holding regular monitoring and formal reviews.
- Managing a diverse range of internal and external resources to deliver the projects.

Safer Streets Administration Assistant

The post holder is responsible for:

- To provide an efficient, high quality service through a broad range of administrative duties to assist in the smooth running of the work of the Partnerships and Commissioning Team within the OPCC.

- To ensure Procurement processes are followed and recorded properly, allowing the correct goods to be purchased in the correct manner, the timely payment of our suppliers and accurate financial records to be kept.

- To act as an interface between the OPCC, the public and partner organizations. Answering routine enquiries, providing information and/or re-directing to appropriate service providers.

- To be positive thinking, self-reliant, have a strong sense of pride in their work, and demonstrate good team working skills.

- To undertake relevant training and development for the post, including the potential for an apprenticeship programme.

Safer Streets Assistant (6-month posts)

The post holder is responsible for:

- Assisting the Office of the Police & Crime Commissioner (OPCC) in delivering the Government's Safer Streets Fund by engaging with the community of St Michael's ward in Workington, face to face and via other means, to promote residential crime prevention and offer crime prevention equipment, to build a safer stronger community and improve social wellbeing.

- The postholder will be based within the Allerdale Local Focus Hub, based in Workington – a multi-agency hub that brings together partners agencies into one space – and will work closely with the Local Focus Hub Manager.

- Provide crime prevention advice to the local residents to help the keep their properties and the surrounding area safe.

- Visit homes to distribute Home Security Packs to local residents and carry out Home Security Surveys to help identify crime prevention practices or equipment.

Safer Cumbria Business Manager

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

Partnerships Analyst (12-month appointment)

The post holder is responsible for:

- Analyse a wide range of data, information and intelligence available on crime from the police and wider partners (such as health, education and youth services) to support the Safer Cumbria Partnership in its response to the Government's public health approach to serious violence.
- Producing a detailed strategic assessment document to inform strategic decision-making processes and joint commissioning opportunities on the development of a whole systems multi-agency approach to tackling serious violence in Cumbria.
- Developing a performance management framework and other analytical products to support the delivery of the Safer Cumbria Strategy 2020-2025 across all respective partner organisations.
- Provide their analytical support and guidance in all aspects of crime and community safety.

Blue Light Collaboration Manager (18-month appointment)

This post holder is responsible for:

- Leading on arrangements for ensuring compliance with the legislative requirements of the Policing and Crime Act 2017 relating to Blue Light collaboration agreements. (The Act cites the relevant bodies for this purpose as being a police body, an ambulance trust and/or a fire and rescue authority in England (Chapter 1, 1, 2).
- Leading on ensuring arrangements meet the duty to keep under consideration and enter into Blue Light collaboration arrangements on the grounds of efficiency, effectiveness and public safety.
- To work across the emergency services sector within Cumbria to lead on the development and delivery of preferred options arising from the options appraisal for police and fire collaboration. This will include the development and delivery of a proposal ("the Business Case") to the Secretary of State.

- Provide effective management for transitional arrangements, with lead responsibility for the development and delivery of plans, risk register and supporting products, clearly detailing the expectations placed on partners, work stream leads and local implementation teams.
- Lead on the development and implementation of a Corporate Governance Framework.
- Lead on the development and implementation of a Fire and Rescue Plan.
- Support the OPCC Executive Team, providing advice, guidance and if appropriate delivery to the Commissioner with regard to other potential collaboration.

Communication & Business Services Team

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 and strategic oversight 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.