



OPFCC Senior Officer Posts

The Police Reform and Social Responsibility Act 2011 makes it a statutory requirement for a Police, Fire & 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 Communications & Business Services - Salary £90,339.00 (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.

Deputy Chief Executive / Head of Partnerships & Commissioning - Salary £90,339.00 (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.

Chief Finance Officer - Salary £74,274 (Full Time)

The post holder is responsible for:

- The leadership and management of the Commissioner's financial arrangements, ensuring effective financial governance in compliance with professional standards, CIPFA codes of practice and legislation. To be the Commissioner's statutory officer, undertaking the legislative and fiduciary duties of section 151 of the Local Government Act 1972.
- Develop and implement financial strategy and sound long and medium-term financial budget plans for revenue and capital. To ensure budget plans are robust and that reserves, and balances are adequate in line with CIPFA guidance and the requirements of the Local Government Act 2003. To ensure arrangements for financial management are effective and that robust monitoring processes are in place to assess delivery against the plans.
- Ensure that the capital programme and investment decisions within the budget plans are fully evaluated, affordable and deliver value for money. To ensure capital plans are supported by robust asset management plans and strategies. To ensure appropriate procurement strategies are developed and maintained and ensure effective systems of internal control including procurement regulations. To ensure assets are safeguarded and that appropriate arrangements are in place for risk mitigation and insurance.
- Ensure that financial records are maintained within an effective system of financial control including financial regulations and rules. To ensure the annual accounts are prepared and published in accordance with the law, financial reporting, and professional standards and to certify the statement of accounts and group accounts. To ensure that arrangements are in place for the preparation of consolidated government-level accounts and other accounts, returns and grant claims to meet the requirements of the law and terms and conditions of the schemes. This will be for the OPFCC, Fire and the Group Accounts.
- Ensure robust arrangements for treasury management including investment and borrowing within a prudential framework and in compliance with CIPFA's Code of Practice for Capital Accounting and Treasury Management.
- On behalf of the Commissioner, Chief Constable and Chief Fire Officer, develop and maintain an effective independent Joint Audit Committee and to secure the arrangements for the provision of an effective internal audit function. To provide support and advise the audit committee and to liaise with external auditor.
- Support the Chief Executive, contributing to the effective leadership of the Commissioner's office, through being a member of the Executive Team. To ensure that the resource implications of all material business decisions, policy and plans are clearly understood and provide effective stewardship of public money. To lead on arrangements for the development of corporate financial governance such as funding agreements, Annual Governance Statement and Code of Corporate Governance.
- Lead on behalf of the Chief Executive the overall governance/scrutiny arrangements for the provision of OPFCC managed budgets (ICT/DAAT, Fleet, Estates and Procurement) where the resources are used by the Constabulary/Fire and Rescue.

Deputy Police Fire and Crime Commissioner - Salary £38,250 pro rata (Part Time – 22.2 hours/week)

The post holder is responsible for:

- Supporting the Police, Fire and Crime Commissioner in the delivery of their statutory functions, including summarising and briefing them on key issues. Hold portfolios and deputising (where legally possible).
- Engaging with the communities of Cumbria to seek and represent their views and concerns through a range of means including attending relevant meetings on behalf of the Commissioner. Representing these views to the Commissioner and staff so that they may be reflected in the work of the Commissioner.
- Reporting back to the communities of Cumbria on behalf of the Commissioner.
- Develop and enhance understanding of the political landscape in Cumbria and to lobby and influence political stakeholders to support the Commissioner.
- Support the Commissioner as required, including summarising and briefing them on key issues, developing and shaping future strategy. This may also include holding the Constabulary to account for delivery of the Police and Crime Plan objectives where required.
- Develop, promote and maintain effective working relationships with key internal and external stakeholders, staff, external collaborative partners and organisations as required in order to further the aims and objectives of the Commissioner.
- Represent the views of the Commissioner to all relevant stakeholders, including media and politicians.