

# OPFCC Staff Job Roles

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

## **Chief Executive / Head of Communications and Business Services**

The post holder is responsible for:

- Working with the Police, Fire 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, Fire and Crime Commissioner
- Leading on the commissioning of services and management of contracts/funding and grant agreements on behalf of the Police, Fire 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, Fire 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, Fire 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.

## **Chief Finance Officer**

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**

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.

## **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, Fire 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, Fire 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, Fire and Crime Commissioner with expert advice, research and information to enable them to achieve their objectives.

## **Victims Quality Champion**

The post holder is responsible for:

- Championing the needs of victims across the criminal justice system in Cumbria and in line with the Commissioner's vision in his Police & Crime Plan.
- Providing guidance and advice to the Commissioner and across his team, and to a wide range of partner organisations such as the third sector, health and criminal justice agencies.
- The day-to-day management and development of systems, processes and services to support victims and to embed a victim focus within them, in accordance with the Commissioner's statutory obligations and other legislative duties.
- To promote a victim focus and provide advice and advocacy on the needs and lived experiences of victims working across all business areas of the OPFCC and with partners, focusing on embedding these in practice and in the delivery of quality services in the county across a wide range of partners from health to criminal justice.
- To work with victims and partner agencies to understand the changing environment of victims' needs and be the victims' voice in reviewing, evaluating, defining and implementing improvement to services and policy.
- To support the Chief Executive with the commissioned contracts for victims' services, being the central point for those commissioned external service providers in relation to quality assurance and processes to hear service user feedback and lived experience.
- To develop, implement and oversee the Safer Cumbria Partnership Quality Assessment Framework in place for auditing compliance of criminal justice agencies with the Code of Practice for Victims of Crime, providing advice and recommendations to the Partnership.
- To develop and facilitate the Independent Violence Against Women and Girls Panel and develop other approaches to help gain assurance on quality of service, working with the Victims' Charitable Trust, Constabulary and other external partners.
- To undertake development work in conjunction with the OPFCC Partnerships and Commissioning Team to evaluate services and develop strategy to support victims in partnership with key stakeholders.

## **Project Manager**

The post holder is responsible for:

- The Project Manager is responsible for the delivery of OPFCC projects on behalf of the OPFCC 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 OPFCC 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**

The post holder is responsible for:

- Planning, organizing, and delivering OPFCC projects, on behalf of the OPFCC 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 OPFCC. 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 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**

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 OPFCC 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, Fire 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, Fire 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, Fire 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 OPFCC, 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, Fire and Crime Commissioner.
- Providing the Police, Fire 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, Fire and Crime Commissioner.

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

The post holder is responsible for:

- Managing the Police, Fire and Crime Commissioner and Deputy Police, Fire and Crime Commissioner ensuring that they and the Office of the Police, Fire 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, Fire and Crime Commissioner in undertaking their duties including delegated responsibility for selected tasks, and act as their 'gate-keeper'.

## **Administration Support Officer**

The post holder is responsible for:

- To be the first point of contact acting as an interface between the OPFCC, public and partner organisations. Answering routine enquiries, providing information and/or re-directing to appropriate service providers.
- To provide an efficient, high quality support service through a broad range of administrative duties to assist in the smooth running of the Office of the Police, Fire and Crime Commissioner (OPFCC).
- To deal with received correspondence and input onto a case management system. Understanding individual issues seek and prepare information for a response.
- To be self-reliant yet demonstrate good team working skills and will work to established practice and policy.
- The post holder will be based in the OPFCC offices to enable them to carry out reception and support functions.