

Job Profile:

OFFICE OF THE SURREY POLICE & CRIME

COMMISSIONER

Job Profile

Job Title: Chief Executive and Monitoring Officer

Grade:

Reports to: Police & Crime Commissioner

Context

Every Police & Crime Commissioner (PCC) must have a Chief Executive, who will work with the PCC to enable delivery of the PCC's vision, strategy and identified priorities and ensure the PCC discharges his/her statutory duties and responsibilities. They will ensure effective operational and strategic leadership of the Office of the PCC. They will facilitate the accurate and appropriate scrutiny of Surrey Police's activities.

The Chief Executive also holds the role of the Monitoring Officer, with a remit to draw to the PCC's attention any actual or possible contravention of law, maladministration or injustice. The post fulfils the statutory function of the Head of Paid Service. It is a politically restricted role and must be appointed on merit.

1. Job Purpose

- 1.1 To work with the PCC (and Deputy PCC where appointed) to enable delivery against vision, strategy and identified priorities
- 1.2 To ensure effective operational and strategic leadership of the Office of the Police & Crime Commissioner
- 1.3 To ensure robust governance arrangements for the Office of the Police & Crime Commissioner, including to facilitate accurate and appropriate scrutiny of Surrey Police's activities.

2. Key Accountabilities

Key Functional, Management and Leadership Responsibilities

- 2.1 To ensure the provision of appropriate advice to the PCC
- 2.2 To lead the continued development and delivery of the OPCC activities and operations

- 2.3 To provide clear and visible leadership to the staff of the OPCC including overall responsibility for their on-going development and training and work directly to the PCC in relation to personal objectives and development
- 2.4 To ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation and to promote the commitment to equality and diversity in all that the OPCC does
- 2.5 In conjunction with the Chief Financial Officer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts
- 2.6 To carry out the duties of Chief Executive appointed under Police Reform & Social Responsibility Act 2011 so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently
- 2.7 To carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer

Strategy and Resource Planning Responsibilities

- 2.8 To think strategically and guide the OPCC in developing a clear and effective long-term vision and strategy, together with appropriate policies
- 2.9 In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation
- 2.10 To be the strategic lead in respect of partnership working
- 2.11 In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC
- 2.12 To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance
- 2.13 Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force
- 2.14 To prepare the OPCC for inspection by relevant audit bodies

Commissioning & Service Delivery Responsibilities

- 2.15 To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level
- 2.16 To be accountable for the performance of the OPCC in all aspects of commissioning
- 2.17 To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business
- 2.18 To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary,

Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level

Engagement and Information Responsibilities

- 2.19 To deliver, review and improve performance against the Information strategy in the areas of communication, consultation and engagement
- 2.20 To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation
- 2.21 To distil and disseminate relevant information and advice to the OPCC enabling it to challenge where appropriate the Force's strategic and financial performance
- 2.22 To support the OPCC in raising its profile and communicating its values, strategies, achievements and views
- 2.23 To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations
- 2.24 To develop and implement effective two-way community engagement with all sections of the community

Scrutiny & Performance Responsibilities

- 2.25 Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans
- 2.26 Develop and maintain a constructive working relationship with the Police & Crime Panel for the area
- 2.27 Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection
- 2.28 To oversee and ensure the effective and efficient management of complaints

3. Knowledge, Skills and Experience

- 3.1 Detailed understanding of policing governance and accountability arrangements
- 3.2 Detailed understanding of the challenges facing policing, as well as its structures
- 3.3 Substantial experience operating at a senior management level
- 3.4 Proven track record in developing and delivering strategy and improved performance in a climate of change
- 3.5 Substantial experience of exercising sound judgement in complex environments to achieve positive outcomes
- 3.6 Substantial experience of establishing credibility and respect with partners and colleagues at the most senior level of a complex organisation – such as Chief Executives and Leaders, Chief Officers within the police service, the Home Office or other partner organisations
- 3.7 Proven track record of developing effective networks and good working relationships and partnerships with people from a wide range of organisations
- 3.8 Substantial experience of leading and developing people, individuals and teams, with success building enthusiasm and motivation to succeed and develop the potential of staff

- 3.9 Excellent organisational abilities, driven by a commitment to continuous improvement
- 3.10 Ability to balance competing needs - for example those of central government, partners, stakeholders and local people
- 3.11 Ability to analyse information and developing strategies and plans that will deliver the PCC's vision and ambitions and present information – both verbally and written – effectively, accurately, concisely and appropriately
- 3.12 Ability to translate the long-term strategic ambitions of the PCC into action plans, and effectively manages the implementation of these plans, revising them as necessary
- 3.13 Ability to think strategically, taking a longer-term perspective and encouraging the PCC to develop a clear direction and ambitions to achieve their goals
- 3.14 Ability to assimilate and process complex information quickly
- 3.15 Ability to analyse changing situations quickly and accurately and make effective decisions at the right time
- 3.16 Highly developed interpersonal skills able to develop and maintain complex relationships and partnerships with a wide range of different people from different organisations
- 3.17 Highly effective communicator, able to convey difficult ideas to people at all levels from a wide range of organisations in both aural and written formats
- 3.18 Authoritative and influential with honed negotiating and persuasiveness skills and the ability to use them in an environment requiring a high degree of political awareness and sensitivity, tact and diplomacy
- 3.19 Ability to understand and respect contrary opinions of others

4. Job Requirement

- 4.1 The post holder is required to successfully pass Security Check Vetting.
- 4.2 The post holder will be expected to work extended hours and be flexible in how the contracted hours shall be worked across the week, often at short notice, to meet the needs of the PCC, DPCC and their office.

The post holder should note that some or all of the duties and responsibilities detailed in this Job Profile require compliance with nationally agreed operating rules for accessing PNC and other information systems.

- PNC Code of Connections Volume 1 (version 2.1)
- Data Protection Act 1998
- Computer Misuse Act 1990
- Official Secrets Act 1989