



July 2021

Dear candidate,

My commitment to the people of West Mercia is a simple one: I will work tirelessly to make our communities even safer places to live in, work in and visit. I need a new Assistant PCC to work alongside me who shares that commitment; somebody who shares my vision for building a safer West Mercia, and then the drive, determination and skills to make that vision a reality.

Communities have always been, and must continue to be, at the heart of policing. As one of the largest geographic policing areas in the country the communities making up West Mercia are diverse in their make up and needs. From more isolated rural villages, to traditional market towns, to larger urban areas with universities and busy night time economies. I need to engage effectively and consistently to ensure that voices of all these communities are heard, their needs are understood, and crucially are met by their police force and partners. This engagement is vital to ensuring the right relationships with communities to get the services they need and make sure people not only are safe, but feel safe as well.

These principles of engaging with and understanding our communities are particularly vital when it comes to victims of crime. As Commissioner I am committed to putting victims and survivors first, and ensuring they get the services and support they need remains central to my work in my second term of office. Whether it is challenging the police force to ensure consistently high standards of service, or ensuring best use of resources to commission the services that help all victims cope and recover from their ordeal, the need to maintain that focus on victims and their needs is key to my work as PCC.

Significant steps have been taken in recent years to set West Mercia Police up to succeed as an efficient and effective force. I have supported major investments in increased officer numbers, new technology and improvements to police estates. I have worked with the Chief Constable to make sure partnerships work to the benefit of our communities and re-established the control we need of our resources to ensure they are best placed to deliver for the public. We need to build on these foundations, capitalise on the opportunities created, and realise maximum benefit for local communities. This will require strong governance from myself as Commissioner and those around me.

The opportunities to make a difference in all of these areas is substantial, particularly so in West Mercia. We have a well-resourced police force that is continuing to grow in officer numbers. Reform across the police force at the end of the policing alliance with Warwickshire has created a real opportunity to re-establish West Mercia Police as a high performing service. Our communities are supportive of their police force and want to support it in keeping people safe. Clearly though there is more work to be done to reduce and prevent crime,

deliver better services to victims, build more effective relationships with partners, and rebuild connections with communities. I have promised the public I will make good on these commitments, and with just a three year term, am in a hurry to make good on that promise. I need an effective, enthusiastic and astute team around me to make my vision a reality.

Thank you for your interest in the role. I hope you share my view that it represents a real opportunity to achieve the best for the public and our communities. If you have any questions or require any further information please do not hesitate to get in touch.

Yours sincerely,

A handwritten signature in black ink, reading 'John Campion'. The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

John Campion  
Police and Crime Commissioner  
**West Mercia**

## Candidate Information

Further information on the PCC and the police force is set out in the separate West Mercia information pack.

Information is also available via their respective websites, which are [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk) and [www.westmercia.police.uk](http://www.westmercia.police.uk)

## Selection process

Applicants should submit a CV together with a covering letter of no more than 4 pages addressing the Person Specification by email to: [OPCC@westmercia.pnn.police.uk](mailto:OPCC@westmercia.pnn.police.uk) by midday on Friday 20<sup>th</sup> August 2021. Please mark them for the attention of Gareth Boulton, Assistant Chief Executive.

Candidates' applications will be acknowledged by email.

If you are interested in a preliminary informal conversation with the PCC and / or the Chief Executive, this can be arranged by contacting the Assistant Chief Executive via the email above or by calling 01905 331 656.

Shortlisted applicants will be informed by no later than Wednesday 25<sup>th</sup> August and will be invited to attend interviews, which are anticipated to take place on Friday 3<sup>rd</sup> September at West Mercia Police headquarters, Hindlip.

An interview schedule will be provided. Candidates should expect this to include the need to develop and deliver a presentation. The selection process will be designed to explore the behaviours and core competencies set out in the job profile and person specification in this pack.

## Terms of Appointment

The Assistant PCC role will be one full time equivalent post (37 hours per week). This capacity may be split between a maximum of two candidates as a job share and applications from candidates interested in a half-time role are welcome.

The successful candidate will formally be based within the Office of the PCC at Hindlip, Worcester. A flexible approach would be considered for candidates based more remotely, particularly if appointed on a part-time, job-share basis. However, a degree of physical office presence at Hindlip would still be required in any scenario.

The Assistant PCC will be appointed on a fixed term consultancy agreement, coterminous with the Commissioner's term of office. The Assistant PCC will not be a member of employed staff. They will be contracted and engaged for services, and receive an allowance for these services. This annual allowance is fixed at £35,000. This would be paid as monthly gross payments of £2916.67, or pro rata as a part time role. There will be no arrangements made in respect of pensions or national insurance. Expenses will be paid in line with existing PCC policies.

As they are not employed, the contract holder(s) will not be subject to standard West Mercia / OPCC terms and conditions.

The contract holder will be subject to West Mercia PCC policies. The contract would provide for 28 working days unpaid per annum, in line with the Deputy PCC allocation.

The preferred candidate(s) will require NPPV Level 3 vetting clearance (or Management vetting) prior to taking up the post. The preferred candidate(s) would also be required to undertake and clear a medical questionnaire.

The Assistant PCC would be responsible to the Chief Executive in respect of all formal contract and management matters. However it is acknowledged that by its nature, the Assistant PCC role will be closely aligned with the PCC / DPCC in respect of day-to-day activity. It is therefore anticipated and expected that informal day-to-day direction could also be provided by the PCC / DPCC.

## Role Profile



### ROLE PROFILE

<b>POST TITLE:</b>	<b>Assistant Police and Crime Commissioner</b>
<b>SALARY:</b>	£35,000 (based on full time role)
<b>DIRECTORATE:</b>	OPCC
<b>RESPONSIBLE TO:</b>	Police and Crime Commissioner
<b>LOCATION:</b>	Hindlip
<b>TIME COMMITMENT:</b>	37 hours per week
<b>JOB PURPOSE:</b>	<p>To support and share the responsibilities and vision of the PCC.</p> <p>To help the PCC implement and deliver effective policing and crime reduction initiatives across West Mercia.</p>

#### MAIN RESPONSIBILITIES:

1. To support the Commissioner, as required, including summarising and briefing the PCC on key issues
2. Seeking and representing the views and concerns of both the PCC and the people of West Mercia through a range of means including attending relevant meetings and events on behalf of the Commissioner

3.	Representing these views to the Commissioner and staff so that they may be reflected in the work of the Commissioner
4.	Reporting back to the people of West Mercia on behalf of the Commissioner through a range of communication and engagement platforms
5.	To develop a strong understanding of the political landscape in West Mercia and operate successfully within that environment to advance PCC policy and objectives with local partners and stakeholders.
6.	To offer strategic and tactical advice to the PCC as required in respect of held portfolios, or any relevant PCC business areas, as required by the Commissioner.
7.	To represent the views of the Commissioner to all relevant stakeholders, including media and politicians.
8.	Hold portfolios of work as required by the Commissioner
9.	Develop, promote and maintain effective working relationships with key internal and external stakeholders, staff associations, unions and external collaborative partners and organisations as required, in order to further the aims and objectives of the PCC
10.	Support the Commissioner with the development and shape of PCC strategy
11.	To support the PCC in the development and delivery of a communications and engagement strategy. Effectively raise awareness of the PCC and their work with different communities and stakeholders.
12.	To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
13.	At all times to act in accordance with the lawful directions of the Chief Executive.
Special Conditions:	This is not a politically restricted post.
Security level:	The post holder is required to sign the Official Secrets Act

## PERSON SPECIFICATION

### Knowledge:

- Crime and policing strategy and policy
- PCC vision, priorities and commitments
- Local and community issues, covering large geographical areas, often with different issues and complexities in rural and urban communities
- Governance and finance matters.
- Political awareness, both at national and local levels

### Experience:

- Experience in governance of a public body and/ or governing board membership
- Experience of community engagement and representing communities' views
- Building and maintaining effective relationships with multiple stakeholders
- Persuading and influencing at senior levels within organisations
- Delivering quality outcomes for local communities
- Participation in successful delivery of organisational change
- Involvement in handling case work and public/ customer correspondence
- Successfully operating in a political environment

### Key Skills:

- Leadership
- Chairing meetings
- Networking with community interests
- Building and maintaining professional relationships
- Problem solving
- Holding to account
- Communication with citizens, community groups and key stakeholders
- Working with senior police officers
- Proficient use of IT and of Office software
- Full driving licence
- Attention to detail

Personal Attributes:

- Selflessness
- Honesty and integrity
- Objectivity
- Accountability
- Openness
- Personal judgement
- Respect for others
- Leadership