

POST TITLE:	Deputy Chief Executive
GRADE:	K
DIRECTORATE:	Office of the Police and Crime Commissioner (PCC), West Mercia
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Direct line management of office function leads / Managers in respect of communications and engagement, office support, policy and commissioning.
LOCATION:	Hindlip Hall, Worcester
JOB PURPOSE:	<p>To support the Chief Executive in leading the Office of the Police and Crime Commissioner, including deputising for the Chief Executive.</p> <p>Leading the development, implementation and review of strategies and policy.</p> <p>Leading on development and maintenance of effective working relationships with partners and stakeholders.</p> <p>Leading on and ensuring co-ordination, cohesion and good governance in all OPCC activities.</p>

MAIN RESPONSIBILITIES:

<p>1. To support the Chief Executive in ensuring effective strategic and operational leadership of the staff within the Office of the Police and Crime Commissioner, deputising for the Chief Executive as required on a frequent basis in a wide range of scenarios.</p>
<p>2. To maintain and develop a strong working relationship with West Mercia Police, and other strategic partners. Assist in the development of collaboration and effective working with other police and crime commissioners, police forces, local authorities and other partners.</p>
<p>3. To support and ensure the provision of appropriate advice to the Police and Crime Commissioner (PCC) in the delivery of their role locally, regionally and nationally.</p>
<p>4. To support the continued development and delivery of PCC activities and operations, including driving continuous improvement across the organisation.</p>

5. To provide strategic leadership and ownership regarding information management, including ensuring compliance with relevant legislation, ongoing review and improvements in performance.
6. To lead in the establishment, implementation, monitoring and review of effective, efficient office processes. Seek progress and improvements wherever possible.
7. Play a leading role in establishing, implementing, monitoring and reviewing strong governance processes in all OPCC activity. Make best use of governance as a means of driving high standards, providing reassurance and transparency and ensuring appropriate scrutiny.
8. To ensure strategic needs assessments and risk assessments which includes the views of key stakeholders and of communities as part of a planning and commissioning cycle are carried out effectively.
9. To ensure the effective and efficient engagement with both internal and external partners and stakeholders at local, regional and national level.
10. Lead in the co-ordination and cohesion of OPCC activity, both at a strategic level and in respect of day-to-day tasks and processes.
11. To distil and disseminate relevant information and advice to the Commissioner to enable appropriate challenge to the Force's strategic and financial performance
12. To provide and develop advice, training and guidance to enhance the capability and capacity of the workforce of the PCC.
13. To advise and assist the PCC in the development, implementation and review of the Police and Crime Plan; support and advise the Commissioner in the development of their vision, strategy and plans
14. To manage the efficient and effective monitoring of service delivery against the Police and Crime Plan and any associated delivery plans
15. To support the PCC in scrutinising the performance of West Mercia Police, promoting continuous improvement
16. Strategic leadership and decision making in respect of the PCC's complaint review function, as well as oversight of other necessary complaint handling.
17. Play a leading role in championing equality, diversity and inclusion. Make best use of these principles in driving a positive organisational culture.
18. To distil and disseminate relevant information and advice to the Commissioner to enable appropriate challenge to the Force's strategic performance

19. To maintain effective short, medium and long term planning processes for the PCC
20. To manage and develop policies and guidance to ensure West Mercia PCC complies with relevant legal requirements and national best practice.
21. Support the Chief Executive in ensuring high standards of strategic leadership in areas of OPCC business as required, including (but not limited to) those with direct organisational jurisdiction.
22. To represent and promote the interests of the PCC 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
23. To identify and embed efficient ways of working including the use of appropriate technology and good practice from other organisations.
24. To manage service suppliers as required.
25. To lead Office management on behalf of the Chief Executive, including HR matters, information and data management, ICT support and infrastructure.
26. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required and directed by the Chief Executive.

SUPERVISORY/MANAGEMENT RESPONSIBILITIES:

1. To lead a team, managing their welfare and development and ensuring high levels of motivation.
2. To monitor and manage the performance of the team, identify and address issues and improve team/individual performance, ensuring adherence to professional standards.
3. To assess individual capabilities and development needs and agree appropriate development plans to enable high performance and potential progression.
4. To co-ordinate the work of the team, directing activities, monitoring progress and managing competing demands and priorities to ensure the best use of available resources.
5. To supervise and monitor the handling of information and record keeping, ensuring alignment with legislation, policies and guidance.
6. To monitor and report on team expenditure to ensure the efficient use of available budgets and maximise value for money.

7. To evaluate the effectiveness of existing processes and practices within own area of work in order to identify and implement opportunities for change and innovation and enable continuous improvement.

Special Conditions:	<ul style="list-style-type: none"> • This post is politically restricted under the Local Government and Housing Act 1989 (as amended). • Travel throughout the West Mercia area and occasional travel across England and Wales • On call commitment and requirement to work unsociable hours including weekends
Security level:	Management Vetting and SC

BEHAVIOURS: SUPERVISOR/MANAGER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 2** of the CVF.

PERSON SPECIFICATION:

Knowledge:

Essential:

- A degree or equivalent qualification, ideally in a relevant subject area
- The strategic issues affecting the PCC at a national, regional and local level.
- Post-graduate management qualification

Desirable:

- Understanding of the national and local frameworks within which Police and Crime Commissioners and Police operate.

Experience:

Essential:

- Substantial experience of senior operational management in a complex multi-disciplined organisation
- Proven track record of driving and managing change successfully, setting targets and delivering improvement
- Proven experience of influencing decision making at a senior level
- Proactive commitment to equality fairness, diversity and the highest levels of professional conduct
- Substantial experience of managing teams
- Experience of developing and maintaining relationships with senior key communication stakeholders across the organisation, governance bodies, local government and key media.
- Experience or sufficient awareness of operating in a political environment subject to public scrutiny

Desirable:

- Substantial experience of developing strong working relationships with a wide number of stakeholders, internal and external
- Experience of managing and leading individuals with diverse skill sets
- Experience of working in a fast-paced environment.
- Significant experience of contributing to the strategic management of a complex organisation.

Key Skills:

- Ability to initiate and develop corporate strategies and translate into effective action
- Ability to think independently and strategically
- Ability to build effective working relationships at all levels of the organisation
- Highly developed and proven political awareness and sensitivity, persuasiveness, management and personal skills
- Ability to deal with complex issues quickly and effectively
- Ability to work effectively under pressure
- High level of literacy, numeracy, analytical and IT skills
- Creative approach to problem solving
- High level of influencing and interpersonal skills
- Ability to identify and deal with sensitive issues with discretion and confidentiality
- Ability to uphold and maintain high standards of honesty, probity and integrity

Author:	Gareth Boulton, Chief Executive
Date:	July 2022