

JOB DESCRIPTION

Job title:	Regional Policy Manager
Grade:	Grade 9
Directly responsible to:	Head of Policy
Directly responsible for:	Regional Policy Officer
Location:	Offices of the Police and Crime Commissioner (OPCCs) in Staffordshire, Warwickshire, West Mercia and West Midlands

Job Purpose:

To provide overall responsibility for the provision of the regional policy function across the 4 OPCCs, reporting to the Head of Policy and the 4 OPCC Chief Executives.

This is a politically restricted post.

Main duties and responsibilities:

1. To lead the development and delivery of a regional work programme which meets the shared policy and collaboration ambitions of the 4 PCCs.
2. To have overall responsibility for coordinating and developing the regional governance arrangements in the West Midlands, ensuring the 4 PCCs and 4 Chief Constables have an effective forum for oversight and decision-making on regional issues.
3. Ensuring that the statutory duties of the Police and Crime Commissioner are discharged.
4. To provide policy leadership on specific areas within the regional work programme, including aspects of the Strategic Policing Requirement and other regional policing, crime, and criminal justice priorities.
5. To lead research, produce reports, deliver presentations in a variety of settings, and provide expert advice and briefings on regional policy issues for the 4 PCCs and 4 Chief Executives.
6. To provide support to PCCs in their role on relevant national boards.
7. To develop and deliver projects and initiatives associated with furthering regional ambitions.
8. To identify and deliver regional commissioning opportunities and manage any budgets associated with regional programmes.
9. To build, maintain and manage effective and influential relationships with a range of key stakeholders including other policy leads across the Offices of Police and Crime Commissioner West Midlands, Warwickshire, Staffordshire, and West Mercia, the Association of Police and Crime Commissioners (APCC), Chief Officers across the 4 forces, The Association of Police and Crime Chief Executives (APACE) and partner agencies at the local, regional and national level.
10. To develop regional content for the 4 Police and Crime Plans, Annual Reports and other documents as required.
11. To analyse the internal and external environment and keep abreast of developments in policy, legislation and best practice related to regional and national issues.

12. To provide effective line management of a Regional Policy Officer.
13. To work without direct supervision and make decisions using own initiative and experience.

Other responsibilities:

- Support the 4 PCCs and Chief Executives in raising awareness of and actively promoting the role of the PCC with political leaders and decision makers across the West Midlands
- Ensure compliance with the framework for knowledge management to support effective decision making.
- Represent the PCCs, and Chief Executives and contribute to discussions at multiagency meetings/conferences/events.
- Support the delivery of ad hoc projects that contribute to achieving the priorities of the PCCs.
- Support the implementation of change programmes across the 4 force areas
- Take responsibility for personal and professional development and maximise own resources in a way which reflects the values of the OPCCs.
- Work closely with the other colleagues to improve operational practices and effectiveness.
- Ensure compliance with all OPCC policies, procedures and practices.
- Undertake such additional duties as are reasonably commensurate with the level of the post.

Person Specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> Degree or equivalent or experiential learning 	<ul style="list-style-type: none"> Post Graduate/Management qualification Project management training/qualification (e.g. PRINCE or similar) 	Application form
Experience	<p>Experience of (or demonstrable ability):</p> <ul style="list-style-type: none"> Working in a political environment assisting the development, review and implementation of strategies and plans in the public sector supporting the implementation of performance management frameworks and business planning processes providing advice in relation to policy, strategic planning and performance horizon scanning to keep abreast of emerging agendas and issues managing projects multi-agency and partnership working analysing and interpreting complex data sets using information and intelligence to ensure effective decision making and policy development and continuous improvement carrying out research activities and projects using a range of techniques and methods 	<p>Experience of:</p> <ul style="list-style-type: none"> analysing, interpreting, presenting and utilising organisational insight collect and analyse insight to inform decision making and continual improvement 	Application form Interview
Knowledge and skills	<ul style="list-style-type: none"> Knowledge of current issues facing the public sector and policing in particular, including key policy areas, performance management and business planning 	<ul style="list-style-type: none"> Knowledge of relevant legislation in particular the Police Reform and Social Responsibility Act 2011 Understand structures and functions of Police and Crime Commissioners and 	Application form Interview Test

	<ul style="list-style-type: none"> • Support the development, review and implementation of strategies and policies • Knowledge of performance management frameworks, processes and procedures • Knowledge of business planning approaches • Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally using a variety of techniques • Ability to prioritise and manage workloads and competing priorities and meet deadlines • Excellent communication and presentation skills • Excellent writing skills • An understanding of research methodologies and their application • Understanding of data quality and information governance issues • High levels of analytical and research skills • Analysis and interpretation of complex data sets • Proven negotiating, influencing, networking and partnership building skills • Ability to utilise a full range of standard office IT software/packages • Motivating and inspiring others to achieve 	<p>the tripartite structure of policing in the UK</p> <ul style="list-style-type: none"> • Understand the Government's public sector reform programme and police reform in particular • Knowledge and understanding of the Equality Act 2010 • Knowledge of project and programme management methodologies • Knowledge of economic development and regeneration 	
Personal Qualities	<ul style="list-style-type: none"> • Proactive 'self-starter' • Ability to seek out innovation and creative solutions • Ability to work on own initiative • Ability to work as part of a team to achieve objectives • Political sensitivity and astuteness • Promote diversity and racial equality • Commitment to continuous professional development 		Interview

Approved by 4 Regional Offices: 14.04.2025

Considered and Grade confirmed at WMP Job Evaluation Panel: 28.04.2025