

JOB PROFILE

POST TITLE:	Policy Officer
GRADE:	G
DEPARTMENT:	Officer for the Police & Crime Commissioner
RESPONSIBLE TO:	Senior Policy Officer
LOCATION:	Hindlip
JOB PURPOSE:	To provide professional, proactive and effective support to the Police and Crime Commissioner to enable him to fulfil his statutory duties and responsibilities.

MAIN RESPONSIBILITIES:
1. To develop and maintain an understanding of the main issues affecting policing and in particular the legislative and regulatory framework relevant to the duties of this post both nationally and locally.
2. Carry out research, analysis, liaison with staff within the OPCC and partner organisations, advice to the Commissioner and the drafting of responses to correspondence as required by the Chief Executive.
3. To prepare policy briefings for the Commissioner and his deputy based on research and analysis of data and including recommendations for action.
4. To take responsibility for and manage specific meetings, as directed by the Chief Executive, managing agendas, the preparation of reports and taking notes of meetings as appropriate.
5. To attend meetings on behalf of the Commissioner and be prepared to make an active contribution and to prepare notes of the meeting as appropriate for the Commissioner.
6. To champion the role of the Police and Crime Commissioner.
7. To contribute to the governance and regulatory requirements of the OPCC
8. To contribute to the work of the Commissioner's office.
9. To contribute to the development, monitoring and implementation of the Police and Crime Plan as required.
10. In liaison with the Senior Policy Officer, to maintain and update the Commissioner's website.
11. To keep abreast of all professional developments including statutory developments in relation to the general remit of this post and prepare summaries or reports as appropriate so as to keep the Chief Executive and Police and Crime Commissioner informed and properly advised.
12. The timely analysis of material from national associations, Home Office, DCLG and other bodies.

13. Through the Chief Executive to provide generic policy development and research support to the Police and Crime Commissioner in support of his strategic objectives.	
14. Prepare synopses or briefing summaries for Police and Crime Commissioner or Chief Executive as required.	
15. To provide cover and support to the Office team as may be required by the Chief Executive.	
16. To champion values of equality diversity and inclusion in all activity, as per OPCC policies and practices.	
17. To act in accordance with the lawful directions of the Chief Executive.	
18. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	Ability and willingness to travel throughout the West Mercia policing area.
Security level:	Security Check

BEHAVIOURS:

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 1** of the CVF.

PERSON SPECIFICATION:

Knowledge:

- Educated to Degree level or equivalent.

Experience:

- Experience of working in a political environment and communicating in politically sensitive areas.

Key Skills:

- Flexibility in working hours.
- The ability to work proactively, and on own initiative, with minimal supervision and to manage the workload effectively and within agreed deadlines.
- The ability to represent the PCC at meetings speaking on his behalf.
- The ability to work as part of a team.
- Excellent oral and written communication skills.
- Highly developed interpersonal skills.
- Good ICT and administrative skills.
- The ability to carry out research and analysis to produce letters, concise briefings, presentations and reports.