

Grade	SO1
Department	The Office of the North Yorkshire Police, Fire & Crime Commissioner (OPFCC)
Line Manager	Executive Management Team member or Senior Management Team member Allocated according to portfolio.
Scope	<p>Responsible for supporting the Police, Fire and Crime Commissioner and any Deputy Commissioner in developing, implementing and maintaining comprehensive policy in line with national and local priorities, and scrutinising the work and performance of North Yorkshire Police against the objectives of the Police and Crime Plan.</p> <p>Where appropriate, to undertake link work in respect of the Fire and Rescue Plan.</p> <p>This includes:</p> <ul style="list-style-type: none"> • To deliver specific assignments and deliverables in support of the OPFCC Delivery Plan. • To provide professional, proactive, and effective support in responding to community concerns. • To provide research into local, regional and national police and crime issues giving advice as required and • To monitor relevant activities of partners including but not limited to the Home Office, Ministry of Justice, the Local Government Association (LGA), Association of Police and Crime Commissioners (APCC), National Police Chiefs Council (NPCC), local authorities and other Police and Crime Commissioners nationally. <p>The post holder will be aligned to a portfolio area to provide the Commissioner with a specific thematic subject-matter lead within a defined area of responsibility. Currently these are</p>

	<ul style="list-style-type: none"> • Delivery & Assurance • Policy & Research • Crime, Offending & Justice • Inclusivity & Public Confidence <p>but these may be subject to change dependent on operational need.</p> <p>Portfolio responsibilities will be agreed from time to time and set out in writing. Roles will be referred to as ‘Commissioner’s Officer for [portfolio]’ and will be expected to develop thematic expertise and to provide advice and work for the Commissioner and the OPFCC in that thematic portfolio, articulating the Commissioner’s remit on that subject from time to time if requested to do so.</p> <p><u>Location</u></p> <p>OPFCC Harrogate</p> <p><u>Working Patterns</u></p> <p>Standard Office Hours</p>
<p>Special Conditions</p>	<p>Security vetting procedures for the post</p> <p>Regular requirement to work in different locations</p> <p>Requirement to undertake refresher training as and when required</p> <p>Need to attend external meetings/conferences/work hops as required</p>
<p>Main Responsibilities:</p>	<p>To deliver specific assignments and deliverables in support of the OPFCC Delivery Plan.</p> <p>To help in the delivery of projects in support of policy development, implementation and scrutiny.</p> <p>To research and expertly collate qualitative and quantitative information from various sources to:</p> <ul style="list-style-type: none"> • Provide understanding, insight and recommendations based on that information. • Produce regular comprehensive reports (daily/ weekly/ monthly) for dissemination to senior managers, including the Commissioner,

to deadline which contribute to supporting the delivery of the Commissioner's strategic plans.

- Ensure information can provide a sound basis and rationale for scrutiny and policy decisions and evidence-based commissioning
- To identify and undertake / manage research into current and emerging issues both locally, regionally and nationally

To analyse and impact assess research findings on policing, community safety issues and victims' services.

Contribute to an analytical and support service that enables the Commissioner to deliver on their key strategic objectives, working closely with NYP as appropriate

To ensure delivery of key reports throughout the year as required.

To provide professional advice, consultancy and support.

To proactively seek to find new sources of quality information and new ideas, including assessing best practice within policing, community safety and other providers as appropriate.

To co-ordinate and develop policy management to assess external factors against force policies ensuring various compliance checks including legal basis, risk management, information compliance, equality analysis, plain English and government protective marking scheme.

You will be working in a public office, which means there is particular scrutiny on the performance of the Police, Fire and Crime Commissioner and their office. You will therefore be expected to uphold the highest standards of personal integrity and conduct, abiding by the Nolan Principles of Standards in Public Life.

Please note this is a politically restricted role

All post profiles must include the following condition: -

This job description indicates the key responsibilities of the post and does not restrict the post holder from performing other duties commensurate with the grade of post.

<p>Essential Skills, Experience and Qualifications:</p>	<ul style="list-style-type: none"> • Degree with substantial research methods – or degree-equivalent qualification/substantial equivalent experience. • Experience of carrying out a range of research projects using qualitative and quantitative approaches ideally from design to dissemination • Previous experience of data handling, analysis and reporting to identify and interpret patterns/ trends and present and communicate this effectively to different audiences. • Knowledge of best practice in consultation and public engagement • In-depth theoretical knowledge or equivalent experience of policy/ research development • Excellent IT skills, with use of Microsoft Office packages • Excellent interpersonal skills to have the ability to work with the PCC and Chief Constable’s offices and to address groups and individuals across a range of disciplines and levels, including Senior Management • Highly organised with finely attuned attention to detail with the ability to deal with complex matters confidentially and accurately • The ability to multi-task and to work individually on projects or as part of a team <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Proven analytical experience, including the production and interpretation of statistics/ performance data within a large organisation / public sector / organisation comparable to the OPFCC • Project management experience
--	--

Role title	Commissioner’s Officer
Date Created	July 2022
Date Graded	August 2022
Last updated	July 2022
PPR role profile	NYP Level 2 Police Staff RP
Career Progression Plan	No