David Lloyd
Police and Crime Commissioner
for Hertfordshire

Job Description

Job title:	**Policy and Partnerships Manager**
Grade / Salary:	(A6) £44,685 - £54,396 per annum (*dependent on experience*) plus a generous Local Government Pension Scheme
Tenure	Full time permanent position or 12-month secondment
Team / Directorate:	Policy & Strategy
Reports to:	Deputy Chief Executive
Overall purpose of the role:	Undertake strategic engagement with multiple and complex existing partnerships across Hertfordshire and community safety work areas. To convene and develop new partnerships and develop policy in pursuit of the aims and objectives of the PCC's Community Safety and Criminal Justice Plan: Everybody's Business.
Location:	Flexible working with up to 4 days a week at home. Place of work: Harpenden Police Station, Hertfordshire, AL5 4GZ

Key Responsibilities
• As a member of the Senior Management Team, provide the PCC and his Executive team with expert advice and briefings on a range of crime, policing and partnership related matters to help inform and guide the development of policy. • Manage and develop new and existing external partnerships and boards including the Community Safety Board, forming relationships and networks with partners and providers across multiple organisations for the purpose of successfully delivering the PCC's plan across Hertfordshire. • Take a lead role in the delivery of the PCC's strategies on key areas including drugs and alcohol, anti-social behaviour and cybercrime). This includes conducting appropriate research and horizon scanning to understand and advise on the most appropriate responses and approaches, and in the context of any government directive or policies to ensure that the Commissioner's work is set within the correct governing frameworks. • Create, coordinate and manage any project documentation e.g., project plans, RAAID (Risks, Issues, Assumptions, Dependencies, Actions) logs, finance plans, business cases etc. to ensure that projects remain on time, on budget and to agreed deliverables.

- Problem-solve issues that arise and follow up issues with relevant partners as necessary to remove blockages and look for opportunities for improvement and bring about positive change.
- Chair and attend multi-agency countywide partnership meetings relating to key thematic areas and progress next steps in order to deliver on key strategic priorities.

Accountability	
Financial	**Line Management**
None	A4 Policy Officer A3 Admin Support Officer - Volunteering

Knowledge or skills required in the role

- Educated to degree level or at least three years relevant experience.
- Knowledge and experience of complex partnerships working and stakeholder engagement practices and techniques with community safety and criminal justice organisations, local authorities and voluntary organisations.
- Proven interpersonal skills and the ability to promote professional working relationships, communicate effectively and confidently with personnel at all levels, including volunteers and in various forums e.g., public meetings.
- Strong political awareness.
- Excellent project management, organisational and planning skills to ensure delivery to tight timeframes.
- Ability to write succinctly and persuasively in a variety of formats and engage effectively with different audiences.
- Ability to work accurately and independently, to manage demands of own workload and to use own initiative to identify areas for improvement; and undertake best practice by independently seeing implementation through to successful conclusion.
- Demonstrate a positive, professional approach to the workplace and commitment to working flexibly to achieve service and team needs.

Other Requirements
• The post holder will be subject to police vetting. • The post holder must be able to travel independently to attend meetings across Hertfordshire and to neighbouring forces as required by the business. • The post holder will be required to work flexibly with non-standard office hours occasionally. • The post holder will be required to undertake training as and when required. • There is a requirement for the post holder to meet the probationary objectives set. • The post holder will be expected to comply with Health and Safety requirements.

Values

Leadership

I lead through the provision of advice and support and actively encourage and support learning within my team and colleagues. I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I motivate and inspire others to achieve their best. I identify barriers that inhibit performance and take steps to resolve these, thereby enabling others to perform. I keep track of changes in the external environment, anticipating both the short and long-term implications for the organisation. I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those we serve. I understand the local partnership context, in order to use a range of tailored steps to build support. I try to anticipate partners' needs and take action to address them. I do not make assumptions; I check partners are getting what they need from us. I build commitment from others (including the public) to work together to deliver agreed outcomes.

Integrity

I take my commitments seriously; I am honest about my accomplishments and capabilities. I am proactive when I do not understand my responsibilities and I am accountable for their results. I communicate honestly and openly even when there are difficult conversations to be had. I challenge colleagues whose behaviour, attitude, and language falls below the organisation's expectations. I am open and responsive to challenge about my actions and words. I recognise the accomplishments of others and respect their boundaries. I use resources effectively and efficiently and not for personal benefit.

Inclusivity

I actively seek and consider the perspectives of people from a wide range of backgrounds before taking action. I respect, seek to understand and value individual differences. I adapt my style and approach according to the needs of others using my behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice

among others and take time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of team members.

Resourcefulness

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am persistent when trying to overcome a challenge, focusing on a situation until I find a resolution. I identify opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment with others and collaborate to improve work processes or service. I am adaptable and can accept and respond to changes quickly.

Impact

I actively promote the shared mission, vision, and values, and use those principles to guide actions. I focus on results and desired outcomes and how best to achieve them. I recognise my role is about effecting positive change for the communities we serve. I communicate effectively to influence others to engage and commit to furthering the organisation’s objectives with emphasis on delivery and value for money. I focus on set goals to anticipate, identify, and effectively deal with problems and risks. I plan for eventualities to deal with unexpected challenges. I seek to understand what works, what does not and why. I use my initiative to explore creative solutions to problems that will result in a positive effective and worthwhile outcome.