Police & Crime Commissioner FOR HERTFORDSHIRE

Job Description

Role	Policy and Partnerships Manager	**Team**	Policy and Partnerships
Reports To	Director of Policy and Partnerships (Deputy Chief Executive)	**Directorate**	Policy and Partnerships
Post Reference		**Grade**	A6

Purpose of the Role

To assist the Deputy Chief Executive in driving forward the delivery of the Commissioner's Police and Crime Plan, with a particular focus on leading activity in agreed priority areas. The Policy and Partnerships Manager will act as a strategic lead across the office, ensuring that policy development and delivery are aligned, coherent, and collaborative. Their will build partnerships and influence others to bring people together and to deliver shared outcomes.

As a member of the Senior Management Team, the role provides visible leadership across the organisation, fostering collaboration, connectivity, and a shared sense of purpose among teams.

Main Duties and Key Accountabilities of the jobholder

- To provide the PCC and Executive Management Team (EMT) with expert advice and briefings on a range of criminal justice, policing and crime matters to help inform the development of strategies.
- To ensure that the Commissioner and EMT are cited on new legislative requirements, directives or policies and brief on the implications of this on engagement and delivery.
- To lead on engagement event and partnership working with varied stakeholders
- To lead, manage and progress key partnership boards (e.g. the Hertfordshire Criminal Justice Board, Community Safety Board etc.) including writing agendas, meeting papers, liaising with stakeholders and undertaking reviews on subject specific areas where necessary, in order to support the Commissioner hold agencies to account on the delivery of the Plan.

- To problem-solve issues that arise and follow up issues with relevant partners as necessary in order to remove blockages and look for opportunities for improvement and bring about positive change.
- To act as a single point of contact for all correspondence from stakeholders and members of the public in relation to criminal justice, providing a timely response that is in alignment to the Commissioner's vision.
- To lead on agreed actions, including those involving multiple agencies, set out in the Commissioner's Police and Crime Plan or emerging themes identified by government directive or policies in order to ensure that the Commissioner's work is set within the governing frameworks.
- To chair and attend multi-agency countywide partnership meetings relating to key thematic areas and report back on findings and progress next steps in order to inform and progress county strategies.
- To commission services where required, evaluate tender responses and manage relationships with contractors who undertake reports and data analysis on criminal justice to help support policy recommendations.
- To undertake critical analysis and troubleshoot criminal justice issues and work with partners and key stakeholders to resolve, based on an assessment of evidence.

Role Requirements

Entry Requirements

- Educated to degree level or at least three years relevant experience.
- An understanding of partnership working and collaboration across political and organisational boundaries.
- Ability to network with and influence a range of local and national organisations.
- Ability to engage, communicate and consult with stakeholders working at all levels.
- Strong political awareness.
- Consultation, facilitation and presentation skills.
- Ability to write succinctly and persuasively in a variety of formats and engage effectively with different audiences.
- Ability to work in an environment with complex sensitive relationships.

- Ability to work accurately and independently, to manage demands of own workload and to use own initiative to identify areas for improvement; and undertaking 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.

General Requirements

- The post holder will be subject to police vetting.
- The post holder must hold a UK driving licence, have use of a vehicle for business purposes and be able to attend meetings across the county and to neighbouring forces.
- 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.

Required Competencies

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 organisations 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. I take responsibility to deal with any inappropriate behaviours.

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 organization'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.

General Responsibilities

- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.

- To undertake such other duties as may be reasonably expected.