



ROLE PROFILE

Date accepted as Role Profile: _____

Role Title	Chief Executive	Reporting to	Police and Crime Commissioner
Section	STATUTORY OFFICER SHARED	Division/Department	Office of the Police and Crime Commissioner
Tenure		Rank/Grade	Special

Part A – JOB DESCRIPTION

Overall purpose of role	To provide strategic direction and advice to, and to represent, the Police and Crime Commissioner, to inform his planning, policy and decision making processes, enabling him to fulfil all his statutory roles and responsibilities effectively and efficiently in accordance with the requirements of the relevant legislation. To act as Monitoring Officer of the Police and Crime Commissioner under the provisions of Section 5 of the Local Government and Housing Act 1989.
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Key outputs for role	<ol style="list-style-type: none"> 1. To undertake the responsibilities of the Chief Executive to the Police and Crime Commissioner Schedule 1 to the Police Reform and Social Responsibility Act 2011 including the role of Monitoring Officer. 2. To act as the Commissioner's key adviser on all matters of strategic governance, compliance and oversight relating to his functions, providing independent, timely and expert advice in relation to those functions, duties, powers and procedures, identifying and progressing matters requiring decision, scrutiny or actions in each case in accordance with the Commissioner's Scheme of Delegation and Consent. 3. To be the Head of the Commissioner's paid staff, responsible for the Office of the Police and Crime Commissioner and all matters regarding the recruitment and employment of people employed by or under the direction and control of the Commissioner ensuring compliance with all relevant policies, procedure and practices. 4. To build, strengthen and sustain key strategic relationships with individuals, organisations and bodies to support the work of the Commissioner in achieving his Community Outcomes and delivering the Police and Crime Plan. 5. To be responsible for all the Strategic assets owned or managed by the Commissioner ensuring they are protected, deployed and maintained in the best interests of the communities of West Yorkshire, ensuring value for money. 6. To undertake responsibility for such staff, assets, liabilities and functions as the Commissioner reasonably requires. 7. Statutory responsibility for reports under Section 5 of the Local Government and Housing Act, 1989. Maintain the Register of Interests. 8. To carry out such other duties as reasonably required.
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Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Overseeing strategic administration of a revenue budget of £417m and capital assets of £164m
- Exercising delegated authority under the Commissioner's Scheme of Consent
- Personal statutory responsibility to report directly to the Commissioner and the Police and Crime Panel on all matters of governance and compliance including unlawful or improper conduct by or on behalf of the Commissioner

Role Title : Chief Executive

- Statutory responsibility for reports under Section 5 of the Local Government and Housing Act, 1989.
- Operate as a member of the OPCC senior management team.

Work/Business contacts

Internal: The Commissioner, Deputy Commissioner, Chief Constable and Command Team, Heads of Department, Divisional Commanders, police and support staff at all levels.

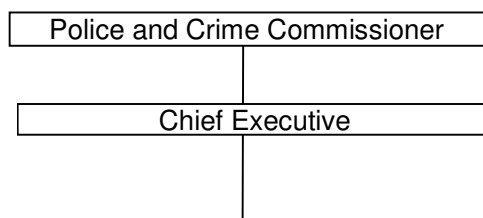
External: Local authority chief executives and senior management team, Chief Crown Prosecutor, and Deputy, Chief of West Yorkshire Probation Service, members of the Partnership Executive Group, Chair and Lead Chief Executive of Police and Crime Panel, Police and Crime Commissioners and their Chief Executives and Chief Constables of North Yorkshire, South Yorkshire and Humberside, Chief Executive of the Association of Police and Crime Commissioners, Chair of the Joint Independent Audit Committee, Director-General of the National Crime Agency, and External Auditors, Home Office, HMIC, LGYH.

Expertise in Role Required At selection – (Level 1)	Essential or Desirable
<ul style="list-style-type: none">• Experience at senior management level in a public facing body	Essential
<ul style="list-style-type: none">• Deep understanding of the legislative, governance and financial framework of public services.	Essential
<ul style="list-style-type: none">• Recent experience of strategic planning and change management in a complex organisation	Essential
<ul style="list-style-type: none">• Experience of working in and leading partnerships to improve outcomes for communities	Essential
<ul style="list-style-type: none">• Good knowledge of the third sector and public sector organisations across West Yorkshire with a focus on the criminal justice system	Essential
<ul style="list-style-type: none">• Relevant degree level qualification	Desirable
<ul style="list-style-type: none">• Willingness and ability to travel around the police area, attending regional and national meetings as and when required.	Essential
<ul style="list-style-type: none">• Be available outside normal hours to provide advice and support to the Police and Crime Commissioner.	Essential
<ul style="list-style-type: none">• Ability and willingness to work flexibly from different locations and in order to support the work of the Police and Crime Commissioner	Essential

Expertise in Role (Level 2 – after 6 months)

- Demonstrable ability to fulfil at a high level the full range of skills and abilities expected of the post
- Ability to work closely and effectively with the Commissioner, Deputy Commissioner, Chief Constable and partners at the highest levels
- Ability to make a major contribution to the efficiency and effectiveness of the Commissioner and ensure the proper discharge of his functions
- Ability to achieve proven and measurably successful outcomes through a combination of professional, technical and management skills and competencies

Structure



Part B – SKILLS FOR JUSTICE PERSONAL QUALITIES

<i>National Competencies</i>	<i>Level</i>		<i>Level</i>
• Serving the public	EO	• Managing performance	EO
• Professionalism	EO	• Decision making	EO
• Leading strategic change	EO	• Working with others	EO
• Leading the workforce	EO		

EO = Executive officer level