

ROLE PROFILE

Date accepted as Role Profile: _____

Role Title	Interim Chief Executive	Reporting to	Police and Crime Commissioner
Section	STATUTORY OFFICER	Division/Department	Office of the Police and Crime Commissioner
Tenure	Up to two years fixed term	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.
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Key outputs for role	
1.	To discharge the statutory defined duties of the Chief Executive Officer of the Police and Crime Commissioner (PCC) as set out by the Police Reform and Social Responsibility Act 2011; including exercising the role of Monitoring Officer and ensuring an efficient and effective office of the PCC.
2.	To act as the Police and Crime 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 Police and Crime Commissioner's Scheme of Delegation and Consent.
3.	To be the Head of the PCC'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 PCC 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 PCC 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 PCC reasonably requires.
7.	Statutory responsibility for reports under Section 5 of the Local Government and Housing Act, 1989.
8.	To carry out such other duties as reasonably required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> Overseeing strategic administration of a revenue budget of circa £400m and capital assets of circa £150m Exercising delegated authority under the PCC's Scheme of Consent Personal statutory responsibility to report directly to the PCC and the Police and Crime Panel on all

matters of governance and compliance including unlawful or improper conduct by or on behalf of the PCC

- 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 Police and Crime Commissioner, Deputy Police and Crime Commissioner, Treasurer, Chief Constable and Chief Officer Team, Directors within West Yorkshire Police, District 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 and Ethics 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

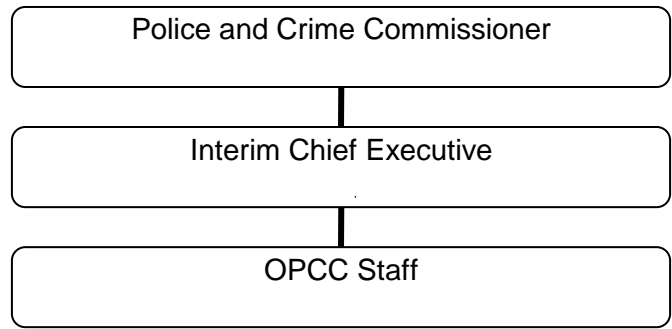
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| • Experience at Senior Executive level in a public facing body | Essential |
| • Thorough and deep understanding of the legislative, governance and financial framework of public services and demonstrable ability to practically apply these successfully | Essential |
| • Demonstrable recent experience of strategic planning and change management in a complex organisation and environment | Essential |
| • Experience of working in, influencing and leading sustainable partnerships to improve outcomes for communities | Essential |
| • Degree level qualification or significant experience at Executive Level | Essential |
| • Good knowledge of the third sector, public sector and private business organisations across West Yorkshire with a focus on the criminal justice system | Desirable |

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| • Willingness and ability to travel around the police area, attending regional and national meetings as and when required. | Essential |
| • Be available outside normal hours to provide advice and support to the Police and Crime Commissioner. | Essential |
| • 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 Police and Crime Commissioner, Deputy Police and Crime 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

PART C - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to Police Buildings Where Based
Vetting Level	Management Vetting
Date accepted as a role profile	July 2017