



## ROLE PROFILE

Date accepted as Role Profile: \_\_\_\_\_

<b>Role Title</b>	Chief of Staff (Fixed Term Contract)	<b>Reporting to</b>	Police and Crime Commissioner
<b>Section</b>	STATUTORY OFFICER	<b>Division/Department</b>	Office of the Police and Crime Commissioner
<b>Tenure</b>	One year Fixed Term	<b>Rank/Grade</b>	Special

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To provide strategic direction and advice to the Police and Crime Commissioner, enabling him to fulfil all his statutory roles and responsibilities effectively and efficiently in accordance with the requirements of the relevant legislation whilst leading the transition of the Office of Police and Crime Commissioner to the West Yorkshire Combined Authority.
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<b>Key outputs for role</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Lead the transfer of the PCC functions, assets and liabilities from the Office of the Police and Crime Commissioner to the West Yorkshire Combined Authority, ensuring an efficient and effective transfer.</li> <li>5. Provide legal advice on the functions, powers and duties of the Police &amp; Crime Commissioner including the establishment, staffing and operation of the Office of the Police and Crime Commissioner, the operation of all business arrangements including the National Police Air Service (NPAS) in order that the Commissioner can act in compliance with relevant legal requirements and standards.</li> <li>6. Ensure that the Commissioner is legally represented in any and all relevant proceedings and able to protect the interests of the corporation sole.</li> <li>7. During this period of transition to ensure the organisation is supported and can continue to deliver on the outcomes of the Police and Crime Plan to the benefit of West Yorkshire Communities</li> </ol>
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<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)	<ul style="list-style-type: none"> <li>• Exercising delegated authority under the PCC's Scheme of Consent</li> <li>• 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</li> </ul>
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**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.
- Transitioning the Functions

**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, West Yorkshire Combined Authority Officers, 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 |
| • Professional Qualification - Solicitor or barrister – with significant post-qualifying experience  | Essential |
| • Experience of advising on governance and probity within a large organisation at a senior level   | Essential |
| • Experience of working with elected officials at cabinet/Mayoral level  | Essential |
| • Experience of providing legal advice and representation at senior level to a large public body   | 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 |

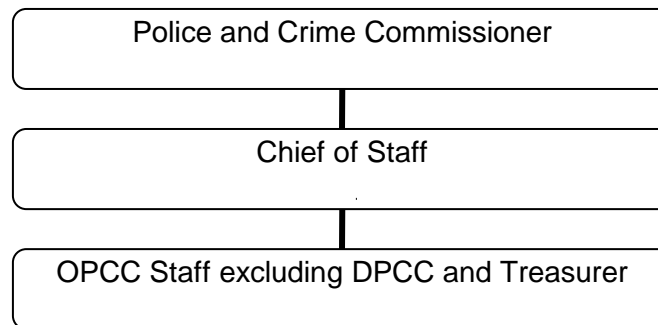
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| • Willingness and ability to travel around the police area, attending regional and national meetings as and when required.                 | Essential |
| • Be available outside normal hours to provide advice and support to the Police and Crime Commissioner.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

### Competency and Values Framework –

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

#### Select one level

Level 3- Senior Manager/Executive

## PART C - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter access to Police Buildings Where Based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	6 <sup>th</sup> October 2020