



## **JOB DESCRIPTION – Chief Executive**

### **Introduction**

This job description is the statutory role of the Chief Executive to the Police and Crime Commissioner (PCC) for Hampshire, Isle of Wight, Portsmouth and Southampton which reports directly to the Commissioner.

This role requires the capability to deliver on both the legislative and transformational requirements of the PCC and responsibilities to the Commissioner. The post holder must be adept at leading in an organisational context that is relatively new, with changing priorities, is forward looking, modern, operationally effective, sustainable and agile in order to keep the residents safer.

### **Overall Purpose**

To provide leadership, strategic direction, and legal advice for the PCC in its existing and new statutory duties and support in ensuring strategic plans and programmes are successfully developed and delivered.

In doing so the Chief Executive is responsible for ensuring the effective implementation of policy and is therefore required to provide strategic leadership in developing and planning support to the PCC in a national, regional and local context. The Chief Executive also takes direct and personal responsibility for the deployment of financial and human resources across the organisation in a rapidly changing environment.

### **Role Specific Responsibilities**

1. To discharge the proper duties of the Chief Executive (Head of Paid Service) as set out in Section 4 of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011. This will include advising the PCC on the exercise of statutory powers, duties, procedures, personal responsibilities and liabilities and identifying issues requiring the PCC's decision, discussion or action.
2. To act as Monitoring Officer for the PCC under section 5 of the of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011 to i) detect and report, in consultation with the s151 Officer on any illegality or maladministration in the business of the office and ii) deal with matters connected with the conduct of employees under the Local Government Act 2000.
3. To discharge the duties of Data Protection Officer to ensure data security and effective monitoring processes are in place to support the PCC in their role as data controller.

4. To support the PCC in developing solutions for and discharging statutory obligations as set down in the Policing and Crime Act 2017.
5. To ensure an effective Corporate Governance Framework exist.
6. To lead and manage the staff in the statutory office of the PCC to ensure the provision of professional, effective, and efficient high quality support to: the PCC in the scrutiny of force activity; the Chief Constable in leading and managing Hampshire Constabulary; and the Local Criminal Justice Board in improving the end-to-end criminal justice system.
7. To create an adaptable and motivating place to work underpinned by a learning culture which delivers outcomes that contribute to keeping our communities safer.
8. To advise and attend national, regional and local meetings to ensure effective solutions are delivered through collaborative working. To respond to national developments in blue light collaboration and to support the PCC in representing his interests locally, regionally and nationally.
9. To communicate formally on behalf of the PCC and to liaise with the Chief Constable, Home Office, Her Majesty's Inspectorate of Constabulary, NPCC, other relevant Government Departments and outside bodies.
10. To lead on the processes and provide advice, support and guidance in respect of the following personnel issues:
  - a) The appointment of Chief Constable including terms and conditions of service and matters relating to discipline. This includes advising and assisting the PCC on the exercise of statutory duties relating to complaints against the Chief Constable;
  - b) Appeals from support staff, and police officers, where allowed for in their conditions of employment or by Police Regulations.
11. To institute, defend or participate in legal proceedings where legal action is necessary to give effect to decisions of the PCC or defend their interests. To execute or authorise the execution of all legal documents on behalf of the PCC. To advise and represent the PCC in all legal matters. To seek external legal advice and to instruct Counsel in circumstances when this is considered to be in the interests of the PCC.

### **Strategy and resource planning**

12. To provide strategic leadership and advice to the PCC in support of the development of a clear and effective long-term vision and strategy, set out in the Police and Crime Plan, together with its associated delivery plan.

13. In conjunction with the Chief Finance and HR Officers, to lead the strategic development of the organisation in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the PCC is compliant with current employment legislation.
14. In driving value for public money and in conjunction with the Chief Finance Officer, to oversee the financial planning, budgetary, resourcing and asset management aspects of the organisation.
15. To develop and drive implementation of the delivery plan and enabling strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the organisation to monitor, review and improve its own performance.
16. Promote a culture of integrity, service excellence and continuous improvement throughout the organisation.
17. Leading the substantial change management processes associated with new potential responsibilities of the PCC whilst maintaining and improving services to the public, recognising wider resource constraints.

#### **Partnership working, commissioning and service delivery**

18. To be the strategic lead, develop and innovate effective relationships with a wide range of stakeholders. To work with Local Strategic Partnerships, Community Safety Partnerships, local authorities, the voluntary sector and criminal justice agencies to ensure the delivery of community safety programmes that meet communities and service user needs.
19. To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning at local, regional and national level.
20. To identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more effective and efficient use of resources.
21. To ensure that the PCC contributes to the national consideration of issues concerning policing and blue light collaborations. To represent and/or support the PCC at high level meetings, including with the Home Office, Her Majesty's Inspectorate of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level.

## **Engagement and information**

22. To ensure that effective strategic assessments are undertaken which demonstrate a real understanding of the needs of the communities served, enabling effective budget alignment and prioritisation.
23. To ensure that the organisation meets statutory and other obligations relating to Freedom of Information, publications, planning, community consultation and to prepare related briefs and submissions for the PCC.
24. To deliver, review and improve the effectiveness and relevance of communication, consultation and engagement strategies and supporting activities of the PCC.
25. To support the PCC by raising the profile and communicating ambition, values, strategies, achievements and views of the PCC.
26. To develop and implement effective two-way community engagement and effective consultation with all sections of the community and use this feedback to help shape policing and crime reduction.
27. To represent and promote the interests of the PCC by developing and maintaining effective relationships and ways of working with relevant media organisations in the local community, regionally and nationally.
28. To develop a communications and media strategy between the PCC and the Constabulary to ensure key statements to the community are appropriate, reflecting the differing roles and responsibilities of the PCC and Chief Constable.

## **Scrutiny, evaluation and performance**

29. To ensure effective accountability and performance monitoring arrangements are in place to support the PCC in scrutinising existing and potentially new areas of responsibility including:
  - the Chief Constable and the Force,
  - the Police and Crime Commissioner's office,
  - commissioned services and grant aided schemes / projects,
  - service delivery and partnership arrangements.
30. To provide professional advice and evidence based information on emerging issues and new government proposals to enable the PCC to consider the future implications to the strategic and financial performance of the Constabulary and related partnerships.

31. To develop constructive relationships with the Joint Audit Committee and with the Police & Crime Panel and service their requirements to enable them to properly discharge their statutory responsibilities.
32. To provide advice and support to the PCC and the Chief Constable in the appointment of the Chair and Vice Chair of the Joint Audit Committee.
33. To ensure that the PCC performs their duties and responsibilities relating to equality and diversity as set out in the legislation and directives and to promote the commitment to equality and diversity in all that the organisation does.
34. Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.
35. To develop constructive relationships and maintain effective working arrangements with various complaint bodies such as the Independent Police Complaints Commission (due to become the Independent Office of Police Conduct (IOPC)) and Police and Crime Panel. To ensure effective and efficient management of complaints of the conduct of the Chief Constable and the PCC.
36. To ensure that complaint reviews are effectively managed in line with current legislation.

### **Key working relationships**

- PCC and Deputy PCC (where appointed),
- Chief Constable,
- Chief Officers and senior officers / managers of the Hampshire Constabulary,
- With local partnerships and stakeholders,
- With external bodies such as the Association of Police and Crime Commissioners Chief Executives, Home Office, HMIC, Audit Commission, local authorities, Ministry of Justice, and other offices of Police and Crime Commissioners,
- Senior officers and members of regional partnerships,
- Chief Financial and HR Officers to ensure management matters are reported in accordance with Standing Orders and Regulations and in line with the strategic direction of the Office,
- Police and Crime Panel,
- Joint Audit Committee.

### **Nature and scope of the role**

- Post holder is responsible to the PCC for the satisfactory performance of all aspects of the post.
- Post holder is responsible for the development and maintenance of effective working relationships with the Chief Constable, partners and external bodies.
- Post holder's freedom to act is prescribed by the appropriate Statutes and Regulations by which the PCC is bound.
- Post holder provides support and advice to the PCC and will be expected to assist in the resolution of complex issues and problems.
- Post holder will be expected to make a significant contribution to challenging developments in policing and blue light services governance.
- Post holder is responsible for the effective performance management of the staff within the organisation.
- Post holder will undertake any other responsibilities and duties as appropriate to the nature of the role.

### **Job dimensions**

The post holder is responsible to the PCC for:-

- performance management of 50 staff in the organisation, which includes specialist areas such as estates,
- service delivery and performance of staff engaged in shared services partnership,
- oversight of strategic and financial performance of the Constabulary (current budget of c£300m),
- efficient discharge of the PCC spend and utilisation (current budget of c£30m)
- administration and oversight of capital programmes (current budget of c£100m).

### **Decision making functions**

The post holder will work within a broad framework of duties in consultation with the PCC.

The post holder will be required to demonstrate strategic leadership, initiative and discretion and will be expected to make a variety of day to day decisions required of the role.

## **Person Specification**

1. Extensive track record of consistent achievement at senior management level within a complex organisation.
2. Proven track record of corporate management and participation in the formulation of corporate objectives, policies and strategies within a complex multi-disciplined organisation.
3. Demonstrable and effective strategic planning expertise.
4. Experience of effective working within the democratic process and evidence of a clear understanding of the legal, financial and political workings of local government and the current social policy issues to be faced in a multi-cultural, rural and urban environment.
5. Successful track record of building effective and productive working relationships with elected Members, a variety of communities, government bodies, partner organisations, private sector providers, public agencies, statutory authorities and other stakeholders.
6. Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).
7. A record of success in people, financial, commercial and resource management.
8. Analytical thinking and problem solving skills. Able to analyse and present complex issues to individuals and groups; internally and externally.
9. Successful track record of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.
10. Demonstrable experience of effective change management on a large and complex scale.
11. Clear understanding and track record of promoting diversity in both employment and service delivery.