



## Decision Application WPCC20013

### Appointment of an additional Policy & Research Officer (Full time permanent) Alliance Grade G

<b>Application Date:</b>	11 November 2016	<b>Name of Applicant:</b>	Neil Hewison
<b>1. Summary of the application</b>			
<p>Appointment of a Policy &amp; Research Officer to support the Police and Crime Commissioner in the policy areas of Vulnerability and Health.</p>			
<b>2. Background information:</b>			
<p>The OPCC currently employ five Police and Research Officers (4.4 Full Time Equivalent). Up until April 2016, the OPCC previously utilised the services of a full time Policy and Research Assistant, who also led on some policy areas, and who also acted as a Duty Policy Officer on one day per week. This is no longer the case and since May 2016 this reduction in capacity has had to be covered within the remaining OPCC team.</p> <p>The Commissioner has set out in his draft Police and Crime Plan his areas of focus and this gives a clear idea of the level of staffing that will be required going forward to ensure those areas are delivered.</p> <p>Following a review of the staffing structure of the office, the Chief Executive sought approval for one additional full time post within the Warwickshire OPCC to provide the necessary level of support and to strengthen the Policy and Research Officer team.</p> <p>If the appointment were to be approved, the specific responsibilities of the additional staff member would be to lead on the following policy areas:-</p>			

- Health partnership lead and represent the Commissioner at all key fora
- Mental health
- Domestic Abuse
- Missing Children
- Child Sexual Exploitation
- Rape and Serious Sexual Offences
- Sexual Assault Referral Centre (oversight)
- Human Trafficking
- Female Genital Mutilation
- Multi Agency Safeguarding Hub (oversight)

The additional post would enable workloads to be balanced out across the existing Policy and Research Officers and would provide the OPCC with a greater focus on Victims, the Vulnerable and Health Sector liaison.

Vulnerability and hidden crime demand is increasing rapidly and this new policy area will assist the PCC in ensuring that police and partners are meeting the challenge that this increase poses.

### **3. Whether additional information/report is attached to support this decision application**

**YES / NO**

#### **List of additional information/report**

- a) Candidate Information Pack, which includes the detailed job description and person specification
- b) Advertisement

### **4. Expected benefits (non financial)**

The Police and Crime Commissioner will be supported by an appropriate level of staff within the Policy and Research Officer areas of business, synchronised with the new draft Police and Crime Plan.

### **5. Impact of not approving the application**

The Commissioner has set out in his draft Police and Crime Plan his areas of focus and this gives a clear idea of the level of support that will be required going forward. The current staffing of 4.4 FTE would not ensure delivery on the Commissioner's objectives set out in the Plan.

The service demands on PCCs, Warwickshire Police and via various partners is increasing at a pace, in a time of shrinking resources. Were this situation to escalate the Commissioner may find he was not adequately supported by the current small team within the OPCC.

## **6. Costs**

### **Revenue:**

Salary - Alliance Grade G : currently £32,778 - £37,536 per annum.

National Insurance and on-costs (circa £8,215 per annum).

### **Capital:**

## **7. Savings:**

n/a

## **8. Equality and Diversity Implications:**

The Office of the Police and Crime Commissioner welcomes applications from all eligible people irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion / belief, sex and sexual orientation.

The application pack and the recruitment process is in line with the provisions of the Equality Act.

The OPCC is an equal opportunities employer and is determined to ensure that:

- the workforce reflects the diverse society which it serves and that the working environment is free from any form of discrimination, victimisation or harassment;
- no job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy and maternity, race, colour, nationality, ethnic or national origins, religion or belief or disability; and
- no job applicant or employee is disadvantaged by a provision, criterion or practice which cannot be shown to be a proportionate means of achieving a legitimate aim.

The strictly confidential information provided by candidates via an Equal Opportunities Monitoring form is for monitoring purposes only and will not be made available to those assessing a candidate's application, or affect an applicant in any way.

## **9. Treasurer's comments**

The costs in 2016/17 can be met from within the existing 2016/17 OPCC budget. Specific provision has been made in the 2017/18 revenue budget.

**10. Legal/Monitoring Officer comments**

Recommend approval as set out in the notice.

**Decision of the Police and Crime Commissioner**

Approved

**PCC Signature:**

Philip Jones

**Date of Decision:**

11<sup>th</sup> November 2016.

# JOB DESCRIPTION

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**Job Title** : Policy & Research Officer (Vulnerability and Health)

**Responsible To** : The Chief Executive and Monitoring Officer

**Grade and Salary** : Grade G Spinal Points 31 – 36

Starting Salary : £32,778

**Hours** : 37 hours per week

***Due to the nature of the role the post holder will be required to work flexibly in terms of the number of hours worked each week in order to fulfil the role. The post holder may be required, on rare occasions, to work in the evening or at weekends for which no additional remuneration is paid.***

***Travel between venues in Warwickshire and West Mercia will be required to attend meetings.***

**Location** : Office of the Police and Crime Commissioner  
3 Northgate Street  
Warwick  
CV34 4SP

## **Purpose and Description of Role**

- To provide professional, proactive and effective support to the Police & Crime Commissioner to enable him to fulfil his statutory duties and responsibilities and in particular to lead on the policy area of Vulnerability and Health.

## **Generic Activities of the Policy and Research Officer Role**

- To develop and maintain an understanding of the main issues affecting policing, community safety and the criminal justice system both nationally and locally.
- To manage the Commissioner's correspondence and other communications as directed by the Chief Executive. This will involve research, analysis, liaison with staff within the OPCC and partner organisations providing advice to the Commissioner and the drafting of responses.
- To prepare policy briefings for the Commissioner based on research and analysis of data and including recommendations for action.
- To take responsibility for and manage specific meetings as directed by the Chief Executive, managing agendas, the preparation of reports and taking notes of meetings as appropriate.
- To attend meetings on behalf of the Commissioner and be prepared to make an active contribution and to prepare notes of the meeting as appropriate for the Commissioner.
- To champion the role of the Police and Crime Commissioner and build effective relations with the police and partners.
- To contribute to the governance and regulatory requirements of the OPCC.
- To contribute to the work of the Policy & Research Officer team and the work, more generally, of the OPCC team.
- To deal with complaints and correspondence from the public ensuring a successful outcome.
- Perform the role of Duty Policy Officer in line with the OPCC office rota.
- Maintain and update relevant sections of the OPCC delivery plan relating to the post holders policy area.
- Oversee and report on Commissioners Grants that have been allocated to ensure that they are delivering the outcomes required.

## **Specific Responsibilities of the Policy & Research Officer (Vulnerability and Health)**

To lead on the following policy areas :-

- Health partnership lead and represent the Commissioner at all key fora.
- Mental health.
- Domestic Abuse,
- Missing children,
- Child sexual exploitation.
- Rape and Serious Sexual Offences.
- Sexual Assault Referral Centre (oversight).
- Human trafficking.
- Female genital mutilation.
- Multi Agency Safeguarding Hub (oversight).

# Person Specification

## Essential Criteria

- The ability to work proactively and on own initiative, with minimal supervision and to manage workload effectively and within agreed deadlines.
- The ability to represent the PCC at meetings speaking on his behalf.
- The ability to work as part of a team.
- Excellent oral and written communication skills.
- Highly developed interpersonal skills.
- Experience of working in a political environment and communicating in politically sensitive areas.
- The ability to carry out research and analysis to produce letters, concise briefings, presentations and reports.
- Good ICT skills and administrative skills.
- Flexibility in working hours.
- Degree or equivalent qualification.

## Desirable Criteria

- A working knowledge of issues in relation to policing, crime reduction and criminal justice.
- Evidence of a commitment to further professional development.
- Experience of a relevant area :- Commissioning, handling of complaints.