



Philip Secombe
Police and Crime
Commissioner
for Warwickshire

**PERSONAL ASSISTANT TO THE CHIEF
EXECUTIVE OF THE OFFICE OF THE
POLICE AND CRIME COMMISSIONER**

APPLICATION PACK



**Philip Seccombe
Police and Crime
Commissioner
for Warwickshire**

WARWICKSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER

Police and Crime Commissioners

There are 40 elected Police and Crime Commissioners in England and Wales, each of which oversees the work of its local police force and criminal justice agencies. They were established by the Police Reform and Social Responsibility Act 2011. The first Police and Crime Commissioner elections took place in November 2012 with the current term of office running to May 2020.

What does the Police and Crime Commissioner do?

The Police and Crime Commissioner has a duty to:-

- Secure an efficient and effective police service for its area.
- Hold the Chief Constable to account for delivery of his/her functions and those of people under his/her control
- Obtain the views of local people on policing matters and to act on those views
- Make arrangements for an efficient and effective criminal justice service within Warwickshire

Other important functions of the Police and Crime Commissioner include:-

- Issuing a Police and Crime Plan which sets the strategic direction for police and criminal justice agencies in Warwickshire
- Setting the annual precept
- Holding the chief constable to account
- Establish an Audit Committee
- Publishing an Annual Report
- Undertaking consultation with key stakeholders
- Arranging an efficient and effective criminal justice service in Warwickshire
- Managing complaints against the chief Constable

Office Structure and Support Team

The Warwickshire Police and Crime Commissioner is Philip Seccombe.

The Warwickshire Police and Crime Commissioner has a small office team to assist him with his duties.

The Chief Executive is Neil Hewison and the Joint Treasurer for both Warwickshire and West Mercia Commissioners is Elizabeth Hall. The rest of the team comprises six Development and Policy Lead officers, Head of Media and Communications, Office Manager, PA to the Commissioner and a PA to the Chief Executive.

Benefits

In addition to public holidays you will be entitled to 24 days of annual leave per annum, increasing after 5 years continuous service.

Membership of the Local Government Pension Scheme is available to employees of the Warwickshire Office of the Police and Crime Commissioner.

The Warwickshire OPCC operates a flexible working policy. Normal office hours are Monday to Friday 9am – 5pm however dependent on office requirements there is some flexibility around these hours.

Very occasional evening work may be required to support an event or meeting. This will not be a frequent occurrence. No additional remuneration will be paid.

Job Information

- **The position is full time at 37 hours per week**
- **This post is politically restricted**
- **Any offer of employment is subject to successful completion of Police Force vetting and is subject to a medical check.**
- **Appointment is subject to a six month probationary period**
- **The post holder will be required to sign the Official Secrets Act**

Job Description

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| POST TITLE | PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE (Permanent) |
| GRADE AND SALARY | Grade C £19,719 - £21,837 |
| DIRECTORATE | Office of the Police and Crime Commissioner (OPCC) |
| RESPONSIBLE TO | Office Manager |
| LOCATION | OPCC, 3 Northgate Street, Warwick, CV34 4SP |
| JOB PURPOSE | To provide secretarial services to the Chief Executive and other senior members of the Office of the Police and Crime Commissioner. |
| MAIN RESPONSIBILITIES: | |
| 1. To arrange appointments and meetings, booking venues, collating and distributing agenda items and relevant papers. Taking accurate minutes for circulation and for publication as appropriate. | |
| 2. To answer telephone calls for the Police and Crime Commissioner, Chief Executive and senior staff, resolving queries and issues personally if possible, or transferring to other members of staff as appropriate. | |
| 3. To receive, sort and distribute daily post, ensuring urgent matters are brought to the early attention of the appropriate person. | |
| 4. To compose or assist in the composition of the Chief Executives' correspondence, to include acknowledgements, letters of thanks to members of the public and letters to officers/staff. | |
| 5. To collate and analyse information from various sources as requested from time to time. | |
| 6. Use IT to produce high quality documents ensuring high presentation standards are maintained. | |
| 7. Undertake responsibility for the receipt, logging and monitoring of all incoming and outgoing mail and e mail. Sifting and prioritising all emails to the Chief Executive and other senior staff, and monitoring replies to ensure matters are prioritised and dealt with expeditiously. | |
| 8. To be a point of contact for internal and external visitors to the Chief Executive and other senior staff and ensure they are professionally and courteously treated during their visit. | |
| 9. Input onto the eProcurement system to order goods and services for the OPCC and goods receipt items received. Operate the FPM system to process payments | |

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| made through the Commissioner's Grant Scheme. (Training will be provided on the finance systems). | |
| 10. To manage travel arrangements for the Police and Crime Commissioner, Chief Executive and other senior OPCC staff members, including booking travel, hotels, conferences etc. | |
| 11. To provide effective communication with internal and external contacts ensuring that messages and relationships are maintained while safeguarding the reputation of the Police and Crime Commissioner and his office. | |
| 12. At all times to act in accordance with the lawful directions of the Chief Executive. | |
| 13. To undertake other duties commensurate with the nature, level of responsibility and grading of this post as required. | |
| Special Conditions: | Occasional Travel across Warwickshire and West Mercia |
| Security level: | Police Force Vetting, NPPV Level 2 |

PERSON SPECIFICATION

Knowledge:

- Educated to A Level or equivalent
- GCSE English and Mathematics at Grade A – C or equivalent
- Formal typing qualification (RSA stage III or equivalent) is preferred

Experience:

- Prior experience in providing a PA/administrative support at an Executive or Senior Management level including proactive Diary Management and minute taking preferred.

Key Skills:

- Excellent word processing skills
- Good verbal and written communication skills
- Competent in the use of IT packages including Microsoft packages
- The ability to work unsupervised on own initiative to tight deadlines and prioritise a demanding workload
- The ability to research and analyse large volumes of information and prioritise as appropriate
- The ability to deal tactfully and appropriately with people at all levels including complainants, exhibiting sound judgement and a high degree of emotional intelligence
- The ability to deal with all confidential matters with absolute discretion and integrity
- Ability to travel throughout Warwickshire and West Mercia

PERSONAL QUALITIES LEVEL: PRACTITIONER

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Recognises that the way in which the public and any agency or outside contact with the Office of the Police and Crime Commissioner is handled reflects directly on the Chief Executive Officer, the Police and Crime Commissioner and the Office of the Police and

Crime Commissioner as a whole. Recognises that such contacts must always be treated in a professional and helpful manner. All messages, responses or other engagement with external agencies or individuals must be treated promptly. Personal conduct, demeanour and dress should convey a professional and competent image. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the Police and Crime Commissioner's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Office of the Police and Crime Commissioner. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

APPOINTMENT PROCESS

- Closing Date for Applications** : **12 noon Friday 21st September 2018**
- Shortlisting** : **Week Commencing Monday 1st October 2018**
Candidates will be notified shortly afterwards
- Formal Interview** : **Thursday 11th October 2018**

The Next Step

Applications should be marked 'Private and Confidential' and sent via email to:-

Katie.baker@warwickshire.pnn.police.uk

- Further details of the selection process and programme will be provided to all shortlisted candidates.
- Appointment of the successful candidate will be subject to satisfactory references, positive vetting and medical checks.
- Application Forms can be found on our website: <https://www.warwickshire-pcc.gov.uk/your-pcc/jobs-and-opportunities/>
- Applications to be submitted on the application form only.
- Completed application forms to be returned no later than **12 noon on Friday 21st September 2018**

If you would like to discuss the role please contact Katie Baker on **01926 412322** or via email at: Katie.baker@warwickshire.pnn.police.uk

Forms received after that time will not be considered.

Please note CVs will not be taken into consideration and therefore should not be submitted.