



Job Description

Post Title:	Assurance and Scrutiny Officer
Grade:	Grade G
Responsible to:	Head of Business Services and Assurance
Responsible for:	None
Location:	The Office of the Police and Crime Commissioner (Currently located at 3 Northgate Street, Warwick).
Date:	September 2021

Job purpose

Support the Police and Crime Commissioner in holding the force to account in their provision of an effective and efficient police service, through scrutiny and assurance activity

Deliver the Commissioner's statutory functions as identified in legislation

Main responsibilities

1. Support the Commissioner in holding the force to account, through attending meetings, briefings and other governance activity.
2. Scrutinise force activity as identified and directed by the Commissioner, carrying out deep dives, requesting information and reporting back as appropriate.
3. Produce the Police and Crime Plan, Annual Report, delivery plans and other statutory documents as identified
4. Participate in meetings, deep dives or dip sampling on the Commissioner's behalf and provide reports and briefing documents for his consideration and his use, to further his holding to account activities and to support partnership working and to enable scrutiny of his role.

OFFICIAL

5. Analyse performance information, understanding trends and providing a narrative to develop the Commissioner's understanding of key issues
Provide advice on the setting of goals and targets as required.
6. Liaise with HMIC and implement processes to use their expertise in driving improvements in the force.
7. Support office governance processes to ensure transparency and high ethical standards in his delivery of his role, and meet the requirements for publication of information.
8. Develop expertise and knowledge in statutory functions such as Freedom of Information Requests and Subject Access Requests, Custody Visitor Scheme and to respond to these and other allocated correspondence using strong customer service skills.
9. Develop office policies and procedures and review as required.
10. Develop expertise and knowledge on the Data Protection Act 2018 and carry out activities to support our compliance activities, providing advice and guidance to colleagues as required.
11. Carry out Complaints Reviews as laid out in legislation, liaising with the force and complainants to ensure completion, addressing issues sensitively and using good customer service skills. Maintain records of issues upheld and use this information to support holding to account activity.
12. Carry out research and analysis as identified and required, including of performance information received by the force.
13. Maintain and operate efficient and effective record keeping and filing systems, ensuring they are updated and information is stored and disposed of appropriately.
14. Work closely with other colleagues to improve operational practices, effectiveness and efficiency.
15. Maintain professional awareness and horizon scan for future developments, with a commitment to own and organisational development
16. Demonstrate a commitment to equality and diversity through actions and activities, using knowledge and tools to understand the impact of decisions on users.
17. Undertake any other duties as reasonably commensurate with role.

Special conditions

- Occasional travel across Warwickshire
- This role is politically restricted

Security level

- Recruitment Vetting

- CTC Vetting

Person specification

Knowledge

- Degree in a related field or equivalent by experience
- Knowledge of the operations of a public sector organisation, delivery of statutory functions and the legislation that sits behind this
- Knowledge of issues facing policing
- Understanding of governance processes and their application within a statutory office

Experience

- Experience of building partnerships and working with others
- Experience in providing scrutiny and challenge to the activities of others with a view to improvement of services offered.
- Experience in dealing with complaints or complaint appeals and issues raised by members of the public
- Experience in customer service and working with others
- Experience in preparing and delivering reports, briefings and presentations to others, to convey issues and negotiate solutions
- Experience of delivering projects and programmes of activity and ensuring successful outcomes
- Experience of delivering statutory activities such as responding to Freedom of Information Requests and similar.

Key Skills:

- Ability to build relationships with other professionals and members of the public alike, to share information appropriately and sensitively
- Ability to understand and analyse complex information, identify trends and ask appropriate questions
- High standards of ethical behaviour and values with the ability to make impartial decisions
- Ability to identify issues, construct coherent arguments and articulate ideas to others effectively
- Ability to manage competing demands and prioritise effectively, and ensure deadlines are met

OFFICIAL

- Ability to utilise a full range of standard office IT software / packages
-

Behaviours: Practitioner

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- Resolute, compassionate and committed
- Inclusive, enabling and visionary leadership
- Intelligent, creative and informed policing

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 1** of the CVF.