



Job Description

Post Title: Public Affairs Intern

Grade: Foundation Living Wage

Responsible to: Head of Business Services and Assurance or another manager as determined

Responsible for: N/a

Location: The Office of the Police and Crime Commissioner (Currently located at 3 Northgate Street, Warwick)

Date: October 2022

Job purpose

To promote the role of the PCC through participating in specific activities to enable the Commissioner to represent the views of the county.

To provide capacity and support to the PCC and Deputy PCC and the office in respect of a portfolio of work areas, at the same time offering a comprehensive learning experience for a career starter.

Main responsibilities

1. Progress specific projects and policy work to enable delivery of the Police and Crime Plan
2. Work with colleagues in the office to add capacity and drive progress against priorities
3. Carry out research, surveys and fact-finding exercises to progress specific issues.
4. Provide general administrative support to the office to include sending emails and letters and administration of post and mail
5. Respond to telephone and face to face enquiries and provide excellent customer service, including the receiving of and attending to visitors.

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6. Maintain and operate efficient and effective record keeping and filing systems ensuring they are updated and stored appropriately
7. Produce and maintain a wide range of documents, databases, presentations, spreadsheets etc.
8. Arrange and service meetings, including minute and note taking as required.
9. Support the organisation of events for the OPCC including booking venues and providing reception services etc.
10. Undertake the day-to-day activities to ensure the effective running of the office.
11. Work closely with other colleagues to improve operational practices, effectiveness and efficiency.
12. Maintain professional awareness and horizon scan for future developments, with a commitment to own and organisational development
13. Demonstrate a commitment to equality and diversity through actions and activities, using knowledge and tools to understand the impact of decisions on users.
14. Undertake any other duties as reasonably commensurate with role.

Special conditions

- Some travel across Warwickshire
- This role is politically restricted
- Flexi-time applies to this role

Security level

- Recruitment Vetting
- CTC Vetting

Person specification

Knowledge

- Educated to A Level/Level 3 with GCSE (L2) English and Maths or equivalent by experience
- An interest in the role of the PCC and the arrangements for governance of policing in the UK.
- Basic knowledge of information governance and security, such as the Data Protection Act 2018 (GDPR) and Freedom of Information Act 2001

Experience

- Experience in writing reports, briefing notes or presentations
- Experience of researching a topic, analyzing information and briefing others
- Experience of organising meetings or events
- Experience of using customer service skills

Key Skills:

- Communication skills including written English
- Competent use of IT programmes, including Microsoft and enthusiasm to learn new systems
- Ability to analyse problems and propose solutions
- Ability to take initiative and prioritise workload and tasks, including dealing with urgent requests
- Attention to detail
- Ability to build relationships and negotiate with others
- Customer service skills with individuals at all levels
- Understanding of how to maintain confidentiality

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.