



Job Description

Post Title:	Policy and Partnership Officer
Grade:	Grade G
Responsible to:	Head of Policy and Partnerships
Responsible for:	None
Location:	The Office of the Police and Crime Commissioner (Currently located at 3 Northgate Street, Warwick).
Author:	Polly Reed
Date:	September 2021

Job purpose

To work with the Police and Crime Commissioner to develop policy positions on a range of topics.

To support the delivery of the Police and Crime Plan and engage with key local partners and stakeholders to identify and progress shared agendas.

Main responsibilities

1. To assist in the development and implementation of a wide range of policies, plans and strategies.
2. To support the Commissioner to come to a position on particular issues, either articulated in the Police and Crime Plan or arising during the term of office, and lead or support the articulation of these
3. To build effective and enduring relationships with partners and stakeholders to enable strong working relationships or collaboration.
4. Provide advice and guidance on matters of expertise to colleagues and other key partners.

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5. Contribute to the Police and Crime Plan's delivery plan, and monitor progress towards its aims.
6. Engage with regional and national initiatives to improve Warwickshire's delivery, and to share best practice with others
7. Identify key messages to share regionally and nationally where problems cannot be solved locally, and show tenacity in pursuing engagement with others
8. Listen to the voice of the residents of Warwickshire to enable the Commissioner to work on their behalf, including responding to specific enquires where identified.
9. Support the Commissioner to hold the force to account in order to improve policy and practice.
10. Work with the Commissioning and Grants Officer to identify priorities for the Commissioner to fund, and provide expertise and resource to translate ideas into action.
11. Seek funding through bid writing, and support office grant and commissioning processes, including contract monitoring of funding recipients.
12. Work with the Communications and Engagement Officer to identify opportunities for the Commissioner to engage with communities and partners who align with our priorities and work together on shared agendas
13. Prepare reports, briefings and presentations to support the Commissioner in this work, and attend and support meetings as required.
14. Undertake research and analysis to identify and clarify key issues
15. Develop and deliver project and action plans and support the completion of the delivery plan that arises from the Police and Crime Plan.
16. Report to the Police and Crime Panel on the Commissioner's behalf as required.
17. Work closely with other colleagues to improve operational practices, effectiveness and efficiency.
18. Maintain professional awareness and horizon scan for future developments, with a commitment to own and organisational development.
19. Demonstrate a commitment to equality and diversity through actions and activities, using knowledge and tools to understand the impact of decisions on users.
20. Undertake any other duties as reasonably commensurate with role.

Special conditions

- Significant travel across Warwickshire
- This role is politically restricted

Security level

- Recruitment Vetting
- CTC Vetting

Person specification

Knowledge

- Degree in a relevant field or equivalent in experience
- Knowledge of current issues facing the public sector and policing in particular
- Understanding of research methodologies and their application

Experience

- Identifying policy based issues and devising creative solutions to address them
- Contributing to and monitoring strategies and plans in the public sector
- Providing advice in respect of policy, strategic planning and performance work, at a strategic level
- Working with partners and stakeholders at all levels
- Research and analysis of data, including complex data sets
- Using information and intelligence to ensure effective decision making
- Managing projects

Key Skills:

- Excellent oral and written communication skills, and the ability to deliver presentations, and produce reports, briefing notes and spreadsheets
- Ability to prioritise and manage competing priorities and meet deadlines
- High levels of analytical and research skills
- Negotiating, influencing, networking and partnership building skills
- Ability to use the full range of standard office IT packages
- Ability to work on own initiative

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.