



Job Description

Post Title:	Finance, Commissioning and Grants Officer
Grade:	G
Responsible to:	Treasurer
Location:	The Office of the Police and Crime Commissioner (Currently located at 3 Northgate Street, Warwick).
Author:	Polly Reed, Chief Executive
Date:	May 2023

Job purpose

To develop and implement a Commissioning and Grants Strategy aligned with the Police and Crime Plan.

To support the implementation of commissioning and grants activity, planning and development.

To support the Treasurer in ensuring the financial management activities of the PCC are effective.

To play a leading role in providing financial support to the commissioning activities of the OPCC, including maintaining effective controls and oversight of money distributed to partners and assisting in the applying for grant funding to deliver projects.

Main responsibilities

1. Develop a commissioning and grants strategy, in line with the Police and Crime Plan, engaging providers, service users and stakeholders in its development.
2. Support the strategic planning and commissioning of activity as identified in the Police and Crime Plan and through statutory responsibilities

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3. Establish and manage a grants scheme in line with the Commissioner's plan commitments
4. Commission needs assessments to understand the requirements of service users in Warwickshire. Support the involvement of service users, and providers in the development of Police and Crime Plan outcomes and objectives
5. Provide a level of professional expertise to support the office in commissioning strategies and approaches, developing such knowledge in line with national and governmental trends. Develop policies and protocols accordingly.
6. Develop and implement an office wide approach to performance management and contract monitoring to ensure that outcomes are achieved. Work with the Treasurer to ensure that contracts deliver on value for money, and manage payments to providers.
7. Monitor and gather outcome data from contracts and provide some analysis to inform future commissioning decisions. Establish appropriate approaches to remedial action where providers fall short of contractual expectations.
8. To provide accountancy support to the OPCC ensuring compliance against the agreed governance structure. Ensure financial procedures operate effectively
9. Manage the production of quarterly monitoring reports and outturn forecasts for all cost centres in the OPCC, including externally funded projects, and challenge and scrutinise forecasts and spending, and advice on appropriate courses of action in light of budget variances.
10. Develop positive working relationships with a wide range of stakeholders and policy leads making them aware of the strategic direction of service development.
11. Engage with regional and national groups and forums, representing the office where appropriate.
12. Develop appropriate communication approaches for providers and other stakeholders, to promote the work of the PCC, and specifically commissioning and grants activity.
13. Engage and liaise with procurement professionals to ensure that work is compliant in compliance with procurement law and practice.
14. Support timely completion of funding, grant and statistical returns to national agencies, by gathering information from providers and ensure monies are spent in line with terms and conditions.
15. To undertake all duties in accordance with statutory and regulatory frameworks and professional standards
16. To lead on specific projects and developments, and convene task and finish groups as required
17. Work closely with other colleagues to improve operational practices, effectiveness and efficiency.

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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 or equivalent by experiential learning
- Qualified CCAB, CIMA or AAT (desirable)
- Chartered Institute of Procurement and Supply (CIPS)
- Project management training/qualification (e.g. PRINCE or similar)
- Knowledge and experience of undertaking complex commissioning, working with partners and delivery structures relevant to the role of the PCC
- Understanding of legislation and regulations including Standing Orders and Financial Regulations and ensure probity in all transactions. Be aware of EU Procurement Directives and interpret their requirements when considering the necessary procedures for establishing contracts.
- Relevant knowledge of policing and crime policy and ability to interpret and advise on specific issues as required.
- Knowledge of current issues facing the public sector and policing in particular, including key policy areas, performance management and business planning
- Knowledge of performance management frameworks, processes and procedures

Experience

- Financial management in a complex organisation. Experience of effectively undertaking a wide range of financial accounting duties including budget preparation and monitoring.
- Experience of planning and monitoring budgets, and of medium term financial and service planning
- Sound working knowledge of financial governance principles and systems such as Oracle financials
- Completing all elements of the commissioning cycle from needs assessments, to contracting, monitoring and review
- Understanding of management of grants programmes
- Experience in writing and submitting, and also assessing and scoring bids and tenders
- •Contract management techniques, including supporting negotiations and reviews of contracts
- Supporting the implementation of performance management frameworks and business planning processes
- Providing advice in relation to policy, strategic planning and performance
- Horizon scanning to keep abreast of emerging agendas and issues
- Project management
- Multi-agency and partnership working
- Analysing and interpreting complex data sets and using information and intelligence to ensure effective decision making and policy development and continuous improvement
- Carrying out research activities and projects using a range of techniques and methods

Key Skills:

- Ability to work successfully with partners and stakeholders, including service users
- Ability to interpret, analyse and translate complex information.
- Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally using a variety of techniques
- Excellent communication, writing and presentation skills
- An understanding of research methodologies and their application
- High levels of analytical and research skills
- Proven negotiating, influencing, networking and partnership building skills

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- Ability to prioritise and manage workloads and competing priorities and meet deadlines
- 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.