



Job Description

Post Title:	Assurance and Scrutiny Support Officer
Grade:	Grade E
Responsible to:	Head of Business Services and Assurance
Responsible for:	None
Location:	The Office of the Police and Crime Commissioner (Warwickshire Police HQ- Leek Wootton)
Date:	May 2024

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 and 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, providing briefings and other governance activity.
2. Support the delivery of the Police and Crime Plan, Annual Report, delivery plans and other statutory documents as identified.
3. Participate in meetings, deep dives or dip sampling on the Commissioner's behalf and provide reports and briefing documents for consideration and use, to further the holding to account activities and to support partnership working and preparation to support the enable the PCC in holding to undertake scrutiny activity.

OFFICIAL

4. Support office governance processes to ensure transparency and high ethical standards and meet the requirements for publication of information.
5. Develop expertise and knowledge in statutory functions such as Freedom of Information Requests and Subject Access Requests, and to respond to these and other allocated correspondence using strong customer service skills.
6. Develop expertise and knowledge on the Data Protection Act 2018 and carry out activities to support our compliance activities.
7. Administration and support of the Office of the Police and Crime Commissioner's (OPCC) volunteers, including Independent Custody Visitor Scheme (ICVS) and Appropriate Adults (AA). Including enhancing transparency through effective and appropriate scrutiny.
8. Additional support to the effective running of the OPCC hold to account including provision of cover for Assurance and Scrutiny Officers in times of absence
9. Work closely with other colleagues to improve operational practices, effectiveness and efficiency.
10. Demonstrate a commitment to equality and diversity through actions and activities, using knowledge and tools to understand the impact of decisions on users.
11. Ensure smooth and effective delivery of OPCC volunteer schemes, following statutory guidance and contributing to both national and regional networks.
12. Maintain and operate efficient and effective record keeping and filing systems, ensuring they are updated and information is stored and disposed of appropriately.
13. Undertake any other duties as reasonably commensurate with the role.

Special conditions

- Occasional travel across Warwickshire
- This role is politically restricted

Security level

- Recruitment Vetting
- CTC Vetting

Person specification

Knowledge

- Previous and current experience working at a level that demonstrates highly effective administrative and support skills supported by a recognised qualification and / or relevant training ie, GCSEs.
- Knowledge of dealing with highly sensitive and confidential material including knowledge of the Data Protection Act and Freedom of Information Act.
- 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

Experience

- Experience of building partnerships and working with others
- Experience in dealing with complaints 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 identify solutions
- Experience of delivering statutory activities such as responding to Freedom of Information Requests and similar.
- Experience of working to multiple strict deadlines and delivering results through effective planning and organising of work demonstrating the ability to prioritise own time and workload, working methodically, accurately and with minimal supervision.

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 information, identify trends and ask appropriate questions.
- High standards of ethical behaviour and values with the ability to make impartial decisions.
- Ability to manage competing demands and prioritise effectively, and ensure deadlines are met
- Ability to utilise a full range of standard office IT software / packages.
- Proven ability to develop and implement effective and efficient processes that meet internal and external requirements.

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.