



OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR CHESHIRE
DEPUTY POLICE & CRIME COMMISSIONER
PERSON SPECIFICATION AND JOB PROFILE

Salary:	£50,000 (Pro rata)
Term	An initial 12 month fixed term contact with an option to extend
Hours	Hours of working will be determined with the successful candidate upon appointment
Political Restriction	This is not a politically restricted post
Closing Date	15 January 2017

1. INTRODUCTION

The overall responsibility of the Police & Crime Commissioner is to maintain an effective and efficient police service and to play a leading role in crime prevention and community safety in the Constabulary area.

To assist him in this, David Keane, Police & Crime Commissioner for Cheshire (Commissioner) is seeking to appoint a Deputy Police and Crime Commissioner. The role of Deputy Police and Crime Commissioner was created by statute in 2011. The post-holder will report directly to, work in conjunction with and be answerable to the Police and Crime Commissioner.

2. OVERALL PURPOSE

To directly support the Commissioner through undertaking a full deputising role with delegated responsibility for set functions to discharge the statutory duties of the Commissioner.

To contribute to the development of the Commissioner's police and crime initiatives

and take a strategic lead on the implementation of specific elements, which are seen by the Commissioner as being critical to the delivery of the Police & Crime Plan 2016-21.

3. KEY ACCOUNTABILITIES

The Deputy will be allocated specific lead responsibilities dependent on the skills, experience and potential of the appointed individual and will deputise for the Commissioner on the basis set out in the Police Reform and Social Responsibility Act 2011.

4. KEY WORKING RELATIONSHIPS

- With the Commissioner and Staff of the Office of the Police & Crime Commissioner
- With Chief Officers, senior officers and managers of Cheshire Constabulary,
- With external bodies such as criminal justice partners, local authorities and the voluntary sector.

5. NATURE AND SCOPE OF THE ROLE

- The post holder is responsible to the Commissioner for the satisfactory performance of all aspects of the post.
- The post holder is responsible for the development and maintenance of effective working relationships with partners.
- The post holder's freedom to act is prescribed by the appropriate Statutes and Regulations by which the Office of the Police & Crime Commissioner is bound.
- The post holder provides personal support and advice directly to the Commissioner and will be expected to assist in the resolution of complex issues and problems and will be also expected to make a significant contribution to challenging developments in the police and crime environment.

6. DECISION MAKING FUNCTIONS

The post holder will work within a broad framework of duties but will be supervised by the Commissioner. The post holder will be required to demonstrate strategic leadership, initiative and discretion required to ensure the delivery of the responsibilities and main tasks within the job profile.

7. PERSON SPECIFICATION

Experience & qualifications

- a good understanding and experience of organisational challenges and ensuring the right balance between cost and value in an environment of reducing resources
- substantial experience of working across different agencies at strategic and operational levels
- experience in translating strategic objectives into operational change
- broad understanding and experience of the diverse geographic, social and economic nature of Cheshire
- sound experience of working with diverse communities and working to secure improved outcomes for local people
- Must have a full driving licence

Additional knowledge & experience

- Knowledge and understanding of the operation of the police service and the criminal justice system
- Knowledge of the process of government in terms of local authorities and UK Governments
- Good communication and problem solving skills as contributing effectively and chairing of meetings is very likely to be a key part of the job.
- Experience of contributing to strategic financial planning and management
- Experience of working at a management level. This could be within the private, public or third sector
- A commitment to continuous professional development for themselves and the staff within the Office of the Police and Crime Commissioner
- A good level of ICT skills
- Excellent personal skills
- Good leadership skills including an ability to inspire, motivate and create the right working climate

- Well-developed influencing and negotiating skills
- The ability to work to enhance collaborative working

Qualities

- Able to secure credibility, respect and recognition from peers and stakeholders
- Shares the Commissioner's aspirations, values and commitment
- Able and confident in taking personal responsibility for the success or failure of leading major projects
- Is committed to the seven principles of public life (Nolan Principles) and the Code of Ethics
- A flexible approach to hours of working and a commitment to be available for frequent weekend and evening duties

Disqualifications and Restrictions

There are a number of restrictions and disqualifications that would prevent an individual from becoming the Deputy Police & Crime Commissioner. Applicants are asked to confirm they have read and are not affected by the restrictions and disqualifications criteria.

A copy of the disqualification criteria is available at www.cheshire-pcc.gov.uk

8. RECRUITMENT AND APPOINTMENT PROCESS

Applicants are asked to submit a covering letter and curriculum vitae which address their suitability for the role to PCC@cheshire.pnn.police.uk . The closing date for application is 15 January 2017. If successful at shortlisting stage, applicants will be asked to attend for interview during the week commencing 23 January 2017.

The successful candidate will also be subject to a Confirmation Hearing held by the Police and Crime Panel for Cheshire as required by Schedule 1 of the Police Reform and Social Responsibility Act 2011. The date of this hearing is yet to be confirmed.