

# OFFICE OF POLICE AND CRIME COMMISSIONER

## JOB DESCRIPTION



<b>Post</b>	Performance and Scrutiny Officer	
<b>Location</b>	County Hall, Preston Lancashire	
<b>Accountable to</b>	Head of Governance and Accountability	
<b>Grade</b>	LC10	JE2070
<b>Other</b>	Occasional evening and weekend work. Travel across Lancashire and periodic national travel will be required	

### PURPOSE OF THE JOB:

Provide independent and impartial advice to:

- Advise the Police and Crime Commissioner (PCC) in the oversight and scrutiny of Lancashire Constabulary, partners, and service providers in their delivery of the Police and Crime Plan priorities.
- Assist the Police and Crime Commissioner in “holding to account” the Chief Constable, focussing on those matters / issues of key significance to Lancashire communities.
- Advise the Senior Management Team (SMT) in business planning and reporting

### MAIN RESPONSIBILITIES:

- Advise the Police and Crime Commissioner (PCC) in the oversight and scrutiny of Lancashire Constabulary, partners, and service providers in their delivery of the Police and Crime Plan priorities
- Advising the PCC in the oversight and scrutiny of relevant Lancashire Partnerships which may include, the Lancashire Criminal Justice Board Chair, Road Safety Partnership Chair, the Lancashire Victims Service Commission, Community Safety Partnerships, Violence Reduction Board.
- Provide comprehensive advice and support on a regular basis to the PCC, through effective research and analysis of policing performance data from a wide range of sources, to enable the Police and Crime Commissioner (PCC) to effectively hold the Chief Constable to account for delivering an efficient and effective policing service for Lancashire

- To identify local and national crime statistic trends from published data sources and produce performance briefings as required
- To provide relevant and accurate information and analysis which will inform and influence decisions in the delivery of the Police and Crime Plan.
- To provide assurance to the PCC/DPCC/SMT by undertaking analysis of performance data, through the application of analytical methods, drawing inferences, conclusions, and making recommendations and producing relevant quarterly /other performance reports or recommendations
- To develop coordinate and maintain the tracking of progress of the PCC, Lancashire Constabulary, and partners against the deliverables in the Police and Crime plan
- Advise the SMT in the development of policy and strategy papers for the PCC/Deputy PCC
- Provide support to specific PCC projects as and when necessary
- Work with the PCC/DPCC and the SMT to design, deliver, evaluate, and review the programme of activity through which the PCC holds Lancashire Constabulary to account.
  - Provide relevant briefings/presentations to a broad range of stakeholders
  - Contribute to the development of Police and Crime Plan strategic priorities and associated outcomes
- Develop and maintain productive and collaborative working relationships with all relevant stakeholders, including Lancashire Constabulary, partners, and service providers.
- To assist the Communications and Engagement Team in interpreting data relating to public opinion from polls/surveys/sentiment/insights work

**General Duties:**

- Always demonstrate personal responsibility and work flexibly across business area boundaries looking for opportunities to continuous improvement and innovation.
- Support the delivery of the Police and Crime Plan priorities and the work of the PCC's Office.
- Personal responsibility for ensuring compliance with all the PCC's Office policies and procedures, including Health and Safety.
- Undertake such other duties, commensurate with the nature and responsibilities of the post.
- Comply with the PCC's Single Equality Scheme and associated procedures and promote a culture which values equality, diversity, and human rights.
- Comply with the PCC's Health & Safety requirements.

**Note:**

This is a politically restricted post (see attached guidance).

Appointment to this post is subject to management vetting

This job description forms part of the contract of employment of the person appointed to the post. It reflects the major tasks to be carried out by the post holder at the present time and should not be regarded as exclusive or exhaustive. It also identifies a level of responsibility at which the post holder will be required to work.

In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder.

	Performance and <b>Scrutiny</b>	<b>Team:</b>	Head of Governance and
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	Officer		Accountability
<p>The post holder will also be required to carry out other duties and requirements at the same or lower responsibility level associated with the post, as may be determined from time to time to be within the general scope of the post and in response to the requirements of the Police &amp; Crime Commissioner.</p> <p>This role will be reviewed 6 months after implementation in line with performance management and operational requirements.</p>			

## PERSON SPECIFICATION

Grade:	L10 subject to JE	Date:	April 2023
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Short-Listing Criteria	Essential / Desirable (E/D)	Assessment Method (How it will be measured whether a candidate meets the criteria)
<b>Qualifications</b>		
Educated to degree level in a relevant field and/or significant experience working in an analytical or research environment where it has been necessary to undertake data analysis or research work.	E	Application form / Production of Certificates
HNC/HND Qualification or equivalent experience with a research methodology element or have substantial relevant experience proving an ability to undertake research, conduct analysis and draw logical conclusions (or willingness to work towards a qualification)	E	Application form / Production of Certificates
Evidence of Continuing Professional Development	D	Application form / Production of Certificates / Production of CPD Record
<b>Knowledge / Experience</b>		
Substantial relevant experience in undertaking analysis of statistics/ data, through the application of research and analytical methods,	E	Application form / Interview

including, drawing inferences, logical conclusions, making recommendations whilst presenting the outcome in a clear and concise format relevant to the target audience		
Have a comprehensive working knowledge of spreadsheets, data bases and specialist IT software including statistical, analytical, and mapping packages including Power Bi.	E	Application form/Interview
Understanding and knowledge of current initiatives within policing, community safety and the criminal justice system, nationally and locally	D	Application form / Interview
Substantial relevant experience in providing information-based reports or commentary, drawn from a variety of data sources to senior management.	E	Application form/Interview
Demonstrable knowledge of GDPR/ Data Protection	E	Application form/Interview
<b>Skills / Abilities</b>		
Ability to communicate internally and externally and present information both verbally and in writing to a range of audiences	E	Application form / Interview / Presentation
Ability to work on own initiative and as part of a team, with the ability to be flexible, respond positively to change, and work effectively under pressure and deal with conflicting priorities	E	Application form / Interview

Excellent IT skills, including office applications and specialist research software	E	Application form / Interview
Project management skills, Political and organisational awareness/acumen	E	Application form / Interview
Effective negotiating, influencing and communication skills.	E	Application form / Interview
Proven ability to research, develop and analyse complex issues from a wide range of sources, including extensive market research, analysis, interpretation, and translation into meaningful documents	E	Application form / Interview
Proven ability to apply procedures, and critically appraise services performance against agreed standards, giving clear advice, options, and strategies where appropriate	E	Application form / Interview
Physical Requirements:		

Demonstrate a good attendance record	E	Application form / Pre employment checks
<b>Other</b>		
Commitment to Equal opportunities and Diversity in the workplace	E	Application form / Interview
Must be willing to work flexible hours when required to meet the demands of the service	E	Application form / Interview
Commitment to the <b>priorities</b> of the Police and Crime Commissioner	E	Application form / Interview
Ability to work occasional evenings and weekends	E	Interview
Ability to travel across Lancashire and/or periodic travel as and when required	E	Interview

**Last Updated** 16 May 2023