

Chief of Staff

Role Profile

To lead and provide overall management of the Police and Crime Commissioner's (the Commissioner) Office and provide direct support to the Commissioner and Deputy Commissioner to ensure delivery of key priorities, including those contained in the Police and Crime Plan. This includes working closely with stakeholders, including partner agencies, to deliver against the Police and Crime Plan whilst ensuring statutory responsibilities are met.

Key Duties and Responsibilities

1. Provide overall management of the Police and Crime Commissioner's Office (the Commissioner) and support for the Commissioner, Deputy Commissioner and Assistant Commissioner, to ensure delivery of key priorities, including those contained within the Police and Crime Plan.
2. Liaise with partners on behalf of the Commissioner to drive the delivery of key priorities, including those contained within the Police and Crime Plan.
3. Lead high-profile cross-agency planning and delivery initiatives to build safer communities.
4. Lead, inspire, motivate and support the Office in functioning in accordance with statutory and legislative guidelines measured by the outcome of inspection results, internal audits and through the financial statement.
5. Ensure effective accountability and governance arrangements within the Police and Crime Commissioner's Office to drive a culture of continuous improvement to sit alongside that of the Force and partner agencies.
6. Support the Commissioner in scrutinising and where appropriate challenging Force and partnership performance, including the effective management of threat, harm and risk.
7. Support the Police and Crime Commissioner in developing long-term strategies, including the Police and Crime Plan, through implementation of an appropriate planning process and a strategic needs assessment.
8. Support policy development and implementation in respect of business plans and policies relating to commissioning and strategic planning in the policing and crime arena.
9. Take overall responsibility for the on-going training, support and development of all staff in the Police and Crime Commissioner's Office.
10. Responsibility for statutory compliance including: financial (alongside the Chief Financial Officer); audit; equalities and diversity; and management of risk.
11. Conduct relevant statutory functions of Head of Paid Service and Monitoring Officer in a timely and appropriate manner through effective governance arrangements, decision recording, transparency, procurement and financial planning.
12. Ensure effective engagement with the Chief Constable and senior officer team in planning and managing the Commissioner's business.
13. Ensure and deliver effective engagement with the public of Bedfordshire through a range of

Key Duties and Responsibilities

channels

14. Ensure equality and diversity matters are considered and promoted in all activities of the Commissioner's Office.
15. Build effective relationships with partner agencies and partnerships to ensure tangible delivery against the Police and Crime Plan.
16. To maintain oversight of any commissioning processes to ensure adherence to contract and procurement guidelines.
17. Support the commissioners in contributing to national policing and crime reductions policy setting and strategic problem solving.
18. Ensure appropriate support for the Commissioner in delivering a joint Communications and Engagement Strategy with the Force, including acting as a strategic link between the commissioners, partner agencies and media channels.
19. Commission relevant expert advice for the Commissioner to fulfil specific strategic aims, meet statutory duties or set policy.
20. Keep abreast of industry best practice, recognising how this could be of benefit to the Police and Crime Commissioner's Office, recommending and implementing where appropriate.
21. Use highly-developed negotiating, influencing, communication and engagement skills to ensure that a diverse range of stakeholders are aligned and contributing to delivery against priorities in the Police and Crime Plan.
22. Provide support, coaching and mentoring to personnel involved in research, analysis, planning and implementation of aspects relating to the role of the Police and Crime Commissioner's Office.