



ROLE PROFILE

Role Title:	OPCC Intern operator
Pay:	£9.50 Per Hour
Organisation:	OPCC
Reporting to:	Criminal Justice and Victims Project Manager
Main purpose of the role:	To contribute to delivering projects relating to the criminal justice system and community safety in Bedfordshire

Key Responsibilities

1. To support the Office of Police and Crime Commissioner (OPCC) to deliver projects relating to the criminal justice system, victims and witnesses of crime and community safety in Bedfordshire. Projects will predominantly relate to the younger communities in Bedfordshire and may be focused within the following areas:
 - Improvement measures / enhancing safety and reducing risks and issues for young people
 - Supporting young victims and witnesses to help them cope and recover from the impact of crime
 - Identifying and understanding the need for specialist services in Bedfordshire to reduce offending / re-offending and or support victims and witnesses of crime
2. Working in a specialist intern project team to assist a Project Manager to deliver positive and sustainable outcomes for the OPCC, Bedfordshire Police and the community. Assisting with developing solutions to criminality issues, strategic challenges and supporting identified project objectives.
3. Taking part in community engagement days or other public events to support various OPCC goals. Also, working with external agencies and OPCC partners such as Bedfordshire Police, Signpost and victim support services and other criminal justice partners.
4. Working with other members of the OPCC team to proactively develop the area being worked upon. Taking part and contributing in various OPCC meetings.
5. Analysing and interpreting recorded crime data to form evidence based conclusions to support project justification and goals. Researching and reviewing key information and literature to enhance project context and support outcomes.
6. Designing and or reviewing the results of bespoke public surveys to help understand the views of those in the community who may be affected in any way by the project and or it's outcomes (known as key stakeholders).
7. Creating and updating project tracking documents to ensure that progress, risks, issues and outcomes are all recorded accurately.
8. Producing and or delivering presentations to OPCC colleagues. This may include proposals of project options and ideas and/or a final overview presentation detailing how successful the



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project delivery was, any lessons learned and how the benefits can be monitored moving forward.

9. To work with the Communications team where necessary to support with publishing information.

10. To take part and support the office with other activities and projects as appropriate and necessary.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Agile Working	N/A
Psychological Assessment	N/A
Return on Investment	N/A
Limited Duties	N/A

Non-essential general entry requirements/scope
<ul style="list-style-type: none"> • Basic knowledge and usage of Microsoft Word, Excel and PowerPoint • Aged 18-22 years old • Interest in enhancing community safety / Policing



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Personal Qualities (Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.