

Chief Executive – Spot Salary £126,402

The Chief Executive is responsible for strategic, operational and day-to-day office leadership and management to deliver the Commissioner's mission and priorities as set out in the Police and Crime Plan, the Fire and Rescue Plan and as directed by the Commissioner.

The Chief Executive is responsible for supporting and advising the Commissioner and ensuring the Commissioner's Office is high performing and focused on delivering excellent community safety outcomes for the people of Staffordshire.

Working closely with the Chief Constable, Chief Fire Officer and their executive teams to ensure a collaborative approach to delivering the Commissioner's priorities and support the Commissioner in holding services to account.

Responsible for achieving and maintaining effective, dynamic and strategic working relationships and collaborative opportunities with partners to ensure the effective delivery of the Commissioner's priorities.

The post is a statutory one, acting as: -

- The Head of the Commissioner's staff, as defined in Schedule 1, Paragraph 6(1)(a) of the Police Reform & Social Responsibility Act 2011, and to carry out such duties efficiently and effectively. The Monitoring Officer to both the PCC and the Fire and Rescue Authority, as defined in statute.

Director of Finance and Section 151 Officer - Grade M (£101,040 - £110,232)

Responsible for the proper administration of the Staffordshire Commissioner's financial management arrangements. This includes the development and implementation of financial strategy and sound financial management so that public money is safeguarded at all times.

The requirement for this role and its responsibilities are set out in Section 151 of the Local Government Act 1972.

Working closely with the executive leadership teams from Staffordshire Police and Staffordshire Fire & Rescue Service, particularly the S151 officers from both services, the Director of Finance ensures that funding is used economically, efficiently and effectively.

Responsible for ensuring that the Commissioner and their office develops and maintains a legally compliant and informed approach to the governance and assurance arrangements that support the delivery of efficient, effective and transparent policing, and Fire & Rescue Services.

Director of Performance & Engagement – Grade L (£86,760 - £98,871)

Responsible for the strategic, operational and day-to-day delivery in the development of the Commissioner's Office planning, transformation, performance monitoring, communication & engagement, complaint review, information management and police misconduct appeal functions.

As a member of the Commissioner's Office Senior Leadership Team, driving strategic planning processes and monitoring the delivery of programmes, ensuring they deliver against the objectives and priorities in the Police and Crime Plan and Fire and Rescue Plan. Leading strategic insight, communications and engagement activity including public consultation, victim surveys, campaigns, digital and traditional media activity. Ensuring effective processes for the independent reviews of complaints, misconduct hearings and police appeal tribunals, including the strategic overview of the effectiveness of police and fire and rescue services in managing public complaint and conduct matters.

Director of Commissioning and Partnerships – Grade L (£86,760 - £98,871)

Responsible for strategic, operational and day-to-day development, implementation and evaluation of the Commissioner's commissioning role and relationships with key partners. Developing effective working relationships with a diverse range of agencies, overseeing partnerships and harnessing opportunities for joint working and commissioning.

As a member of the Commissioner's Office Senior Leadership Team, overseeing the development and management of a commissioning strategy and framework, to exercise the PFCC's statutory duty to commission services to support victims and prevent crime. Overseeing a needs assessment process that provides a comprehensive picture of local population needs to help inform the commissioning process and achieve better outcomes.

Working in partnership to plan, develop commission, deliver and monitor a wide range of services, which reflect and support existing needs, address emerging needs and inequalities, build capacity and create new and innovative solutions. Ensuring evidence-based commissioning processes and optimal use of resources, managing resources and planning investments. Evaluating the performance of commissioned services to ensure they provide value for money, deliver quality services and meet desired outcomes linked to the successful delivery of the Police & Crime Plan.

Strategic Commissioning & Partnership Leads – Grade I (£55,944 - £63,522)

Strategic Commissioning Leads are responsible for work areas which reflect and deliver against the Commissioner's Police and Crime Plan. Current priorities include Victims and Witnesses, Protecting and Preventing Harm, Impactful Partnerships.

Responsible for developing, implementing and evaluating commissioning plans, and programmes as part of the development and implementation of the Commissioner's strategy. Developing effective working relationships with a diverse range of agencies, professionals, businesses, communities and service users.

Developing tender documents, service specifications, service level agreements and funding bids. Managing budgets and grants to ensure adequate funds are available to support plans.

Providing strategic advice and guidance in respect of their specialist work area and commissioned services.

Performance Manager - Grade I (£55,944 - £63,522)

Responsible for the leadership, oversight and effective management of performance management arrangements to support the Commissioner in holding Staffordshire Police, Staffordshire Fire & Rescue Service, the Commissioner's Office and other relevant organisations to account.

Leading on the design, development and delivery of internal and public facing performance and accountability arrangements. Responsible for designing data views, interrogating data, analysing information and developing inferences and insight based on the findings. Advises and informs the Commissioner and Chief Executive on key performance areas to be scrutinised and ensure that appropriate escalations take place in line with performance frameworks. To be the main contact for the co-ordination of responses to the Home Secretary following HMICFRS publications.

Independent Review Manager - Grade I (£55,944 - £63,522)

Ensuring statutory obligations are met in respect of the assessment, recording and management of complaint reviews submitted to the Commissioner under the provisions of the Police Reform Act 2002. Acts as the principal advisor to the Commissioner and Chief Executive in respect of complaint reviews for police and fire. Help improve public confidence and perceptions of police legitimacy and transparency in respect of complaints. Manages complaints against the Chief Constable and Chief Fire Officer in accordance with the relevant legislation. Ensures the necessary requirements are met in relation to the assessment, recording and management of Pension Forfeiture applications. Attends public misconduct hearings where the threshold is met to consider Pension Forfeiture. Carry out enquiries on behalf of the Chief Executive for any complaints to the Police, Fire and Crime Panel regarding the Commissioner or Deputy.

Ensures statutory obligations are met in relation to the assessment, recording and management of FOI's and Right of Access Requests, in line with the relevant legislation.

Data Protection Officer / Police Appeals Tribunal Manager – Grade I (£55,944 - £63,522)

Data Protection Officer for the Commissioner's Office and Staffordshire Fire & Rescue Authority (including Staffordshire Fire & Rescue Service) as set out in the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018. Provide independent advice to the Chief Executive and the Deputy Chief Fire Officer on operations, policy, practice and procedures to ensure activity is compliant with data protection and associated legislation. Single point of contact for the Information Commissioner's Office (ICO), and subject matter expert for matters relating to the protection of personal data, in order to ensure breach notifications, complaints, investigations, and confidentiality requests are facilitated.

Leadership of the Commissioner's statutory obligations under the provisions of The Police Conduct Regulations, Police Appeals Tribunal Regulations (Police Misconduct Panels) and the Police Tribunals Manager overseeing the Police Appeals Tribunal process.

Point of contact for the Office during Commissioner Elections, liaising with candidates and the area returning officer.