

## **Salaries of Senior Employees (receiving £58,200 per annum or more)**

### **Job Descriptions & Responsibilities**

#### **Police, Fire & Crime Commissioner    £79500**

- General policing issues
  - Holding Chief Constable to account
  - Performance scrutiny
  - Specials
  - PCSOs
  
- Strategic issues
  - Strategic overview & direction
  - Budget
  - Police & Crime Plan
  - Strategic Policing Requirement
  - Development of shared services
  - Estates
  
- National/Regional/Local
  - Liaise with other Police and Crime Commissioner's
  - Regional representation
  - Collaboration
  - Staffordshire's Public Authorities
  - Community Safety Partnerships
  - Relations with neighbouring authorities
  - LCJB relationship
  - Government Relations
  
- Communications
  - Main point of contact
  - 'Public face/voice' of the Staffordshire Commissioner's Office (SCO)
  - 'Straight Talking Sessions'
  
- Formal Decision Making
  
- Internal Force Governance
  - ICT Steering Group
  - Transport Strategy Group
  - Estates & Facilities
  - Professional Standards
  
- Force Complaints dip sampling



- Annual Report development
- Risk Management
  
- Equality & Diversity
  - Force Compliance & scrutiny
  - Oversight of Staffordshire Commissioner role
  
- Performance scrutiny
  - Particular areas?
  - Value for money?
  - Ongoing & in-depth (outside normal scrutiny arrangements)
  
- Human Resources
  - Sickness
  - Use of staffing resources
  
- Recruitment
  - Chief Constable
  - Consultative role in appointment of other ACPO officers
  - Senior SCO officers
  
- Commissioning
  - Agreeing grants
  
- Police, Fire & Crime Panel liaison
  
- Chief Constable
  - Appraisal
  - Complaints
  - HR/welfare issues
  
- Staff Association liaison
  - Police Federation – Up to Chief Inspector
  - UNISON
  - The Superintendents' Association

**Chief Executive**                      **£97,365**

## **JOB DESCRIPTION – CHIEF EXECUTIVE**

**Responsible and reporting to:** The Police, Fire & Crime Commissioner

### **Job Summary**

The Chief Executive will be responsible for strategic, operational and day to the day management needed to deliver the mission and priorities of the Staffordshire Commissioner as set out in the Police and Crime Plan and as directed by the Staffordshire Commissioner.

The Chief Executive will build the Staffordshire Commissioner's Office to be a high performing organisation, focused on delivering results for the people of Staffordshire.

The post holder will need to be comfortable working within a complex statutory environment and able to work in partnership with a wide and diverse range of agencies and professionals. In addition, he/she will be expected to provide dynamic leadership and effective, high quality guidance, advice and support to the Staffordshire Commissioner to ensure they meet their statutory duties and strategic objectives; and to support and advise the Staffordshire Commissioner in their strategic role in holding the Chief Constable to account.

### **Key Duties and Responsibilities**

#### **Strategic and Operational Leadership**

- To lead the development and delivery of the Staffordshire Commissioner's activities and operations and ensure the efficient and effective delivery of SCO operations and services.
- To be the lead strategic advisor to assist the Staffordshire Commissioner in developing a clear and effective long term vision and strategy, ensuring the effective delivery of the Police & Crime Plan.
- To lead on responsiveness to national, regional and local developments that have implications for the Staffordshire Commissioner, so that they are properly advised of new obligations, opportunities and relevant changes in strategy or policies.
- To be the principal adviser to the Staffordshire Commissioner in the exercise of their statutory powers, responsibilities, rights, duties and conduct, including holding the Chief Constable to account for the delivery of an effective and efficient police service through the development and maintenance of an appropriate governance and scrutiny framework
- To ensure the establishment, monitoring and effective management of the financial planning, budgetary, resourcing and asset management for the SCO.

- To lead on the establishment and delivery of an effective commissioning framework that delivers the mission and priorities of the Staffordshire Commissioner, the expectations set out in the Police & Crime Plan and efficient and effective services.

### Stakeholder engagement

- To achieve, sustain and develop effective, dynamic and strategic working relationships and collaborative opportunities with all key partners to ensure the effective delivery of the SCO's business.
- To develop and maintain strong positive relationship with Staffordshire Commissioner, Deputy Staffordshire Commissioner, Chief Constable, Partners and others.
- To lead and oversee internal and external media and communications activities.
- To ensure effective and efficient engagement with both internal and external partners and stakeholders at the local, regional and national level.
- To attend the Police, Fire and Crime Panel and ensure the provision of information to the Panel and the broader public (including obtaining the views of the public, research, strategic needs assessments).
- To ensure effective community engagement and consultation underpins all planning and development work, contributing to increased confidence in crime reduction and community safety amongst Staffordshire's communities.

### Leadership of the organisation

- To provide effective leadership for the organisation to ensure the development of a delivery culture which enables the SCO to improve and innovate and effectively deliver the Staffordshire Commissioner vision, mission and priorities.
- To ensure that the SCO is properly resourced to provide an efficient and effective service across the range of its work, including the development of an open and transparent relationship with the Police, Fire & Crime Panel.
- To develop a strong performance management framework for the organisation.
- To ensure the Staffordshire Commissioner is constantly briefed on issues affecting policing, crime reduction and community safety and be responsible for innovative and appropriate policy development.

## Other

- To provide support to the Staffordshire Commissioner in respect of all aspects of their statutory responsibilities for the Chief Constable, including recruitment, selection, development, termination, appraisal, complaints and discipline.
- To act 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.
- To carry out the statutory duties of the Monitoring Officer to the Staffordshire Commissioner, as defined in Schedule 16, paragraph 202(3) of the Police Reform & Social Responsibility Act 2011
- To participate actively and effectively in the performance and development of the post and to ensure the effective implementation of the appropriate arrangements for other staff in the direct employment of the SCO.
- To undertake such other duties, commensurate with the nature and responsibilities of the post, as may be determined from time to time.

**Director of Finance**                      **£83,054**

## **JOB DESCRIPTION – DIRECTOR OF FINANCE**

**Responsible and reporting to:** Chief Executive

### **Job Summary:**

To be responsible for the proper administration of the Staffordshire Commissioner's financial affairs.

The statutory duties of this role are set out in Section 151 of the Local Government Act 1972, in Sections 112 and 114 of the Local Government Act 1988, Schedule 1 of the Police Reform and Social Responsibility Act 2011. The post holder must be a member of one of the accountancy institutes listed in Section 113 of the Local Government Act 1988.

### **Key Duties and Responsibilities**

- To ensure that the financial affairs of the Staffordshire Commissioner are properly administered and that financial regulations are observed and kept up to date;
- To develop the medium term financial strategy;
- To ensure that the financial aspects of immediate and longer term implications, opportunities and risks are fully considered by the Staffordshire Commissioner and included in the financial strategy;
- To ensure regularity, propriety and Value for Money (VfM) in the use of public funds;
- To ensure that the funding required to finance agreed programmes is available from Central Government funding, precept, other contributions and recharges;
- To report to the Staffordshire Commissioner and the external auditor on any unlawful, or potentially unlawful, expenditure by the Staffordshire Commissioner or officers of the Staffordshire Commissioner;
- To report to the Staffordshire Commissioner and the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure;
- To advise the Staffordshire Commissioner on the robustness of the budget and adequacy of financial reserves;
- To ensure the production of the statements of accounts of the Staffordshire Commissioner; ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts;
- To liaise with the external auditor advising the Staffordshire Commissioner on the application of value for money principles by the Force to support the Staffordshire Commissioner in holding the Chief Constable to account for efficient and effective financial management;
- To advise, in consultation with the Chief of Staff, on the safeguarding of assets, including risk management and insurance.
- To undertake duties as required in relation to capital and other projects to which the Staffordshire Commissioner is contributing and to take part in the coordination, development and management of such projects.



- To undertake advisory work in connection with any relevant legislation or common law or direction or guidance from external bodies which require action or a response from the Staffordshire Commissioner
- To carry out such other duties as may be reasonably be required.

**Head of Commissioning & Partnerships      Band L - £69,246 to £78,912**

## **JOB DESCRIPTION – HEAD OF COMMISSIONING & PARTNERSHIPS**

Responsible and reporting to: Chief Executive

### **Job Purpose:**

The Head of Commissioning and Partnerships will be responsible for strategic, operational and day to day delivery in the development, implementation and evaluation of the Staffordshire Commissioner's commissioning role and relationships with key partners.

The post holder will need to be comfortable working within a complex statutory environment, be experienced in working within a commissioning environment and able to work effectively in partnership with a wide and diverse range of agencies and professionals.

### **Key Duties and Responsibilities**

- To oversee the development and management of a strategic commissioning strategy and framework, including the development and implementation of commissioning plans and service development plans with providers
- To develop joint commissioning strategies with key stakeholders which reflect and support existing needs, address emerging needs and inequalities, build capacity and create new and innovative solutions.
- To commission/decommission and or re-commission services in line with the overall commissioning strategy.
- To evaluate the performance of commissioned services to ensure that they are providing:-
  - Value for money
  - Clear targets
  - Measurable outcomes
  - Quality services
  - Successful delivery of the Police & Crime Plan
- To contribute to the development of commissioning policies and procedures, ensuring that any existing and new services ensures the Staffordshire Commissioner is able to effectively deliver their Police & Crime Plan
- To develop and contribute to a needs assessment process that provides a comprehensive picture of the needs of the local population to help inform the commissioning process and achieve better outcomes
- To provide specialist advice and guidance to relevant staff, stakeholders and service providers in respect of commissioned services.
- To identify areas where additional support is required to be commissioned by the Staffordshire Commissioner to enable them to deliver on particular areas of their work programme





**STAFFORDSHIRE COMMISSIONER**

Police | Fire and Rescue | Crime

- To develop and maintain constructive relationships with partners to facilitate closer working and the potential for the development of shared services across all agencies within Staffordshire
- To identify and exploit opportunities for developing relationships with other agencies and interacting with them in a way that encourages mutually valued relationships
- To work closely with key partners, users, and providers to identify opportunities for further joint working and innovation.

**Head of Strategy & Change      Band L - £69,246 to £78,912**

## **JOB DESCRIPTION – HEAD OF STRATEGY & CHANGE**

Responsible and reporting to: Chief Executive

### **Job Purpose:**

The Head of Strategy & Change will be responsible for the strategic, operational and day-to-day delivery in the development of the SCO's policy, planning and change functions. As a member of the SCO's Senior Management Team, the post holder will drive strategic planning processes and monitor the delivery of SCO programmes, ensuring they deliver against the objectives and priorities in the Police and Crime Plan. The post holder will need to be comfortable working within a complex statutory environment, be experienced in delivering wide-ranging change programmes and able to work effectively in partnership with a wide and diverse range of agencies and professionals.

### **Key Duties and Responsibilities**

- To lead the policy and planning function for the Staffordshire Commissioner including developing the Police & Crime Plan and SCO Business Plan and monitoring the success of its delivery against agreed priorities.
- Lead on the development, evaluation and implementation of policy and undertake a regular appraisal of emerging issues to ensure that the policies in place remain fit for purpose and up to date.
- Oversee a detailed research and development programme to ensure that the Staffordshire Commissioner is kept fully updated on the key issues impacting on his role and that appropriate plans are put into place.
- Ensure that the Commissioner, Chief Executive and SCO staff are properly advised of opportunities, risks and consequences of their prospective short, medium and long term operational and strategic plans, and that decisions are properly made and comply with the SCO's governance arrangements, thus ensuring the best interests of the SCO are protected.
- To lead the SCO's strategy and assurance function across the Change Portfolio, including the organisational development and reform agenda for Staffordshire Police, and the strategic collaboration with other forces and other agencies, working towards coherent vision, mission and values.

- Ensure corporate level business change risks are captured and managed and programme and project benefits correctly articulated, delivered, measured and add value to the organisation and/or its partners.
- Maintain a strategic overview of business objectives, target operating model and how programmes and projects mandated by the SCO and force fit together.
- Provide strategic advice/options to the Staffordshire Commissioner on programmes and projects and the ability of the force to deliver against time and budget/returns.
- Manage complex stakeholder relationships to ensure support for and integration with the change portfolio.
- To provide support to the Chief Executive in an internal consultancy capacity and take a lead role on discrete projects/initiatives as required.
- To work with Force colleagues on the formation of business cases and bids for funding through the Police Transformation Fund process.

Head of Communications & Engagement

Bank K - £58,176 to £66,297

## **JOB DESCRIPTION Head of Communications & Engagement**

**Responsible and reporting to:** Chief Executive

### **Job Purpose:**

To support the Staffordshire Commissioner to deliver improved outcomes for Staffordshire people, through informing, persuading or changing the behaviour of residents, partners and key influencers.

To work effectively with the elected Staffordshire Commissioner (and Deputy Staffordshire Commissioner), Staffordshire Police and other partners and stakeholders to shape and join up communications and marketing strategies that help create safer communities for Staffordshire.

To manage the Staffordshire Commissioner's reputation, seeking to increase the influence, resources and benefits that come from a positive profile locally, nationally and internally.

### **Key Duties and Responsibilities**

- To support the Staffordshire Commissioner in shaping and developing joined up communications and marketing strategies, plans and programmes, which are evidence-led, are linked explicitly to outcomes and have achievable and measureable objectives for the people of Staffordshire (e.g. engagement / understanding)
- To focus on the development of innovative, leading-edge communication activities that engage the hearts, minds and trust of partners, communities and key influencers
- To develop and manage effective conversations between residents and Staffordshire Police and the Staffordshire Commissioner, encouraging residents to get involved in developing effective policing and community safety.
- To support effective internal communications across the SCO and force that engages the hearts, minds and innovation of staff and officers to transform policing and support local people to develop safer communities.
- To be a role model for a public service culture that inspires and recognises innovation, customer-focus, personal responsibility, effective delivery at pace and passionate commitment to citizens and their needs across Staffordshire.
- To develop and implement Communications Protocols with different organisations to ensure appropriate and professional management of all communications for the Staffordshire Commissioner.



- To build effective relationships with the media and press, enabling effective messages and comment on key priorities and issues to be represented accurately and appropriately.
- To lead on day-to day-media enquiries where the Staffordshire Commissioner has primacy and to ensure the development and maintenance of positive working relationships with the media and promote the role of the Staffordshire Commissioner.
- To carry out such other duties as may be reasonably be required.