



ROLE SPECIFICATION:
POLICY AND STRATEGY INTERN
(EXCELLENCE IN POLICING GROUP)

PART A - JOB DESCRIPTION

Job title / position	Policy and Strategy Intern (Excellence in Policing Group)	Reports to	Excellence in Policing Group Lead
Line management responsibilities (for staff)	N/A	Work Location	Westminster, London
Overall function (Job Summary)	<p>This is an exciting opportunity to kickstart your policy career by working for the Association of Police and Crime Commissioners (APCC) at the heart of Westminster in our busy policy and strategy team.</p> <p>The APCC is the national membership organisation representing Police and Crime Commissioners (PCCs), deputy mayors and other local policing bodies. We support PCCs in their role and enable them to provide national leadership and drive strategic change in policing, criminal justice, and community safety. The APCC delivers for its members through portfolios, which are divided into two groups: Safer Communities and Excellence in Policing. The Excellence in Policing Group covers policy areas such as serious organised crime, digital and technology, workforce, performance, funding and equality, diversity and inclusion. More information on the groups can be found on our website here.</p> <p>We are looking for a graduate with a 'can do' attitude, good communication skills and excellent attention to detail to join as an intern. You would support the work of the Excellence in Policing Group, providing administrative and policy support. This would include, arranging meetings and events, preparing briefings and agendas, and supporting the Group's policy work. We are a small team that punches above its weight and there will be a range of excellent opportunities to develop your policy, communication, and logistical skills.</p>		

Duties / Responsibilities

Responsibilities	Output / Activity / Success Measures
<p>1 To contribute to key areas of the APCC's Excellence in Policing Group policy work, for example:</p> <ul style="list-style-type: none"> ✓ Producing agendas, briefings, and minutes ✓ Undertaking research and analysis ✓ Providing logistical support for meetings, events, etc. 	<ul style="list-style-type: none"> • Quickly develops a good understanding of key policy topics and their impact, and asks if unsure • Produces effective and accessible policy products • Delivers in a timely manner paying attention to detail • Demonstrates political sensitivity and awareness • Respects confidentiality and manages information sensitively
<p>2 To work with Excellence in Policing Group lead including:</p> <ul style="list-style-type: none"> ✓ Co-ordination and support for Group meetings, activities, etc. ✓ Drafting and producing written materials – e.g. briefing notes 	<ul style="list-style-type: none"> • Quickly develops a good understanding of key policy topics • Produces high quality work/support and is timely in delivery • Contributes to policy analysis and the development of presentations, reports, briefings, etc on different areas of policy • As appropriate, liaises with the communications team to develop policy and other products
<p>3 To support the wider APCC team to deliver its work and mission</p>	<ul style="list-style-type: none"> • Attends and contributes as appropriate to APCC General Meetings, weekly team meetings, training, Awaydays, etc. • Supports effective reporting to our Board and members on our progress in delivering our priorities • Always behaves in a way that is consistent with the values of the APCC
<p>4. To perform such other tasks as may be directed within job-holder's competencies / capabilities.</p>	<ul style="list-style-type: none"> • Additional tasks, e.g. sending out communications, as required based on business need

PART B - PERSON SPECIFICATION

	Essential Requirements	Desirable / Not essential
Education / qualification requirements	Educated to degree level or equivalent	
Specialist training requirements	Experienced in the use of Microsoft Office	Digital platforms, Sharepoint
Aptitude / skill requirements	Willingness to be vetted to CTC level Politically restricted role	
Hard competencies (knowledge and experience requirements)	<p>An interest in policing policy and a desire to learn</p> <p>Good communicator, both written and verbal, with excellent attention to detail</p> <p>Well-organised with a capacity to prioritise, plan and schedule tasks proactively, and comfortable working under pressure and to deadlines.</p> <p>Ability to assimilate and to analyse information from a variety of sources and summarise clearly and succinctly</p> <p>Understanding of principles of equality, diversity and inclusion and a commitment to applying and reflecting these in this role</p> <p>Ability to work confidently and appropriately with politicians and other stakeholders</p> <p>Ability to work effectively in a politically restricted post, including to respect and maintain confidentiality.</p> <p>Strong commitment to promoting and supporting the role of Police and Crime Commissioner</p>	<p>Understanding/experience of working in a public policy or public affairs environment</p> <p>Understanding and experience of working in the public sector</p>
Soft competencies (behavioural / personal competencies)	<p>Core Competencies</p> <ol style="list-style-type: none"> 1. Communication. 2. Client service and support. 3. Teamwork. 4. Problem Solving and decision-making. 5. Adaptability and flexibility. 	