

## ROLE SPECIFICATION: POLICY and GOVERNANCE MANAGERS

### PART A - JOB DESCRIPTION

<b>Job title / position</b>	Policy and Governance Manager	<b>Reports to</b>	Head of Governance and Business or Senior Policy Manager
<b>Salary</b>	£44,940 - £50,290 plus London Weighting if applicable	<b>Work Location</b>	The APCC office is in Westminster, London. We are able to support flexible working, including for applicants outside Greater London
<b>Nature of contract</b>	Fixed term contracts to March 2025 (also available as secondment opportunities)	<b>Line management</b>	No direct line management responsibilities
<b>Overall function (Job Summary)</b>	<p>The Association of Police and Crime Commissioners (APCC) is looking to appoint a number of Policy and/or Governance Managers to work with our busy team at the heart of Westminster in 2024-25 delivering an ambitious programme of work funded by the Home Office to develop the role of Police and Crime Commissioners (PCCs) as the public's elected voice in policing and criminal justice.</p> <p>The APCC is the national membership organisation representing PCCs, mayors and other local policing bodies and supporting them to hold policing to account and to cut crime and anti-social behaviour.</p> <p>We have three Policy and Governance Manager roles available that will lead on specific projects on <b>fixed term contract or secondment to 31 March 2025</b> (with a possibility of renewal). Each will take lead responsibility for <b>one</b> of these programmes of work:</p> <ul style="list-style-type: none"> <li>- Supporting PCCs to build public trust and confidence in policing, with a focus on effective scrutiny, holding to account arrangements, and effective Police and Crime Plans</li> <li>- Enabling PCCs to address performance issues in their forces, with a focus on areas where His Majesty's Inspectorate of Constabulary and Fire &amp; Rescue Services (HMICFRS) is engaging with forces around their performance.</li> <li>- Developing forums, tools and resources to support Police, <u>Fire</u> and Crime Commissioners and deputy mayors with PCC responsibilities.</li> </ul> <p>In all these roles you will be expected:</p> <p>To take responsibility for the development of tools and resources for PCCs and their offices.</p> <p>To link up and build relationships with our members and their officers, key partners and policy makers.</p> <p>To support the APCC's Communications and Public Affairs team as required to maximise the profile and the impact of our work.</p> <p>To work as part of the wider APCC team, proactively making links with other areas of our policy and governance work, while taking a lead role in business planning, performance monitoring and effectively reporting against delivery.</p>		

<b>Key areas of responsibility</b>	<p>The responsibilities will vary with the particular roles but all of them will include the following duties:</p> <ol style="list-style-type: none"> <li>1. To shape and drive the delivery of a coherent programme of work with a focus on tangible deliverables and impact, and to ensure that activity and products are delivered on time and are of high quality.</li> <li>2. To build relationships with our membership, their offices, key partners and policy makers, including occasional travel for meetings with PCCs and their staff in their offices across England and Wales.</li> <li>3. To be responsible for shaping and reporting on deliverables for these programmes of work, including identifying and managing risks, implementing mitigation of risk and seeking solutions to problems, including escalating issues to senior staff where appropriate.</li> <li>4. To be the recognised lead and key point of contact for these programmes of work with our membership, their offices, key partners and policy makers, and ensure they are appropriately informed, involved and engaged.</li> <li>5. To be a credible and effective single point of contact for senior officials, partnership organisations, etc.</li> <li>6. To have responsibility for timely and effective corporate reporting and monitoring of delivery with respect to the programme of work, with support from Senior Staff.</li> <li>7. Developing and maintaining a good working knowledge and understanding of key community safety and crime reduction issues as required.</li> <li>8. To perform other tasks as directed that are within the jobholder's competencies and capacity.</li> </ol>
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## PART B – PERSON SPECIFICATION

### Aptitude / skill requirements:

- Able to be vetted to CTC level. Politically restricted roles.

### Essential:

- Educated to degree level or equivalent.
- Experienced in the use of Microsoft Office.
- At least three years' experience of working in a busy working environment and managing competing demands.
- At least two years' experience in policy development, project delivery or a similar environment.
- Self-motivated with the ability to balance competing demands and to prioritise effectively.
- Attention to detail and the ability to take responsibility for office procedures and systems.
- Strong communication and interpersonal skills with the ability to deal with a wide range of people with courtesy, tact, resilience and sensitivity, and to work effectively with senior stakeholders, including PCCs.
- Ability to assimilate and co-ordinate data and analysis and produce clear summaries, conclusions, and advice.
- Understanding of information / evidence management, how to store and classify it and ensure it is kept up to date and is readily accessible.
- Ability to exercise discretion, judgment and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality.

- Strong written and oral presentation skills with the ability to convey complex information in a concise format for a variety of audience types and with the ability to influence and give clear advice, including the preparation of minutes, briefings, presentations and other materials.
- Strong commitment to and appreciation of the role of PCCs and policing governance more widely, with a demonstrable understanding of effective scrutiny

### **Desirable**

- Understanding and experience of working in the public sector, particularly in the field of policing, criminal justice and/or community safety or a related area.
- Understanding of policing and criminal justice policy and legislation (and / or wider public sector).
- Experience of working with media, communications, and public affairs teams.
- Understanding/experience of working in a political environment, which could include working across government and/or local government, as well as with PCCs and their offices.

### **Core Competencies:**

1. Communication.
2. Member service and support.
3. Planning and organising.
4. Teamwork.
5. Problem Solving and decision-making.
6. Adaptability, flexibility and resilience.
7. APCC values, strong work ethic with a 'can-do' attitude.
8. Technical skills, knowledge and application.
9. Creative and analytical thinking.
10. Influencing, persuasion and negotiation skills.
11. Strategic thinking.

### **How to apply**

Please submit a cover letter setting out (1) which particular programme of work you would be interested in leading (or indicate if you would like to be considered for more than one programme of work); and (2) explaining why you feel you would be suitable for this role (2 pages maximum) along with your CV to [tsahota@ifteam.co.uk](mailto:tsahota@ifteam.co.uk)

The closing date for applications is 22.03.24.

Interviews are expected to be held in w/b 08.04.24 and may be conducted 'virtually' using a suitable online platform.

If you would like to discuss these roles further, please contact [tsahota@ifteam.co.uk](mailto:tsahota@ifteam.co.uk)