



## Standards, Scrutiny and Accountability Officer Role Profile

<b>Service Unit</b>	Office of the Police & Crime Commissioner
<b>Team</b>	Office of the Police & Crime Commissioner
<b>Responsible to</b>	Head of Standards, Scrutiny & Accountability
<b>Scale and Salary Range</b>	Sc 5/6
<b>Vetting Status</b>	Recruitment Vetting
<b>Politically Restricted</b>	Yes
<b>CVF Level</b>	Level 2

### Job Context

The Police and Crime Commissioner (PCC) appoints statutory and non-statutory officers to the Office of the Police and Crime Commissioner (OPCC) to ensure that the powers and duties of the PCC are carried out efficiently and effectively. Alongside the PCC, the OPCC ensures that the Commissioner's strategic programme for policing and crime is carried into effect – providing, commissioning, and overseeing services which meet the objectives, priorities and outcomes set out in the Police and Crime Plan.

The OPCC ensures that the PCC has full executive and professional support in carrying out his or her duties and responsibilities comprehensively and lawfully. OPCC staff report to the Chief Executive as Head of Paid Service. In addition to providing and supporting the roles of Monitoring Officer and Chief Finance Officer, the OPCC undertakes a wide range of functions of the PCC via a scheme of delegated powers, supporting and as necessary representing the PCC in carrying out all aspects of his or her public, service provision, scrutiny, and governance roles.

### Job Purpose

To support the Police and Crime Commissioner (PCC) in holding the force to account in their provision of an effective and efficient police service, through the development and delivery of high-quality scrutiny and accountability programme.

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### Principal Duties and Responsibilities

- Assist with the development and delivery of the scrutiny and accountability framework so that the PCC can hold the Chief Constable to account effectively, including the production of quarterly activity reports to the Police and Crime Panel.
- Support the PCC's scrutiny and accountability programme including the production of agendas, co-ordinating the work programme, compiling minutes of the scrutiny meetings.
- Maintain the scrutiny and accountability programme tracker and forward plan.
- Undertake horizon-scanning work for the PCC, monitoring local, regional, and national developments that could impact on the PCC's role and functions.
- Analyse documents and other material produced by local, regional, and national bodies that have relevance to the role and function of the PCC, and to use that material to inform scrutiny and accountability processes.
- Compile information in response to, and assist in the production of, the statutory response to HMICFRS inspections.
- Co-ordinate and develop independent scrutiny arrangements including but not limited to; Independent Custody Visitor arrangements; External Ethics Committee and thematic scrutiny panels.
- Co-ordination and produce the Independent Custody Visitor Quarterly Performance Reports and Annual Reports.
- Use the outcomes of internal and external scrutiny and to inform PCC's scrutiny and accountability programme.
- Work with colleagues, where appropriate, across all accountability functions of the OPCC.
- Collate information for the Specified Information Order and ensure the information contained on the OPCC website in relation to this is updated on a monthly/quarterly basis.
- Support the delivery of the PCC's statutory and regulatory requirements in relation to the Police Complaints System regarding Police Misconduct Panels and Police Appeal Tribunals.
- Support Complaint Reviews as laid out in legislation, liaising with the force and complainants to ensure completion, addressing issues sensitively and using good customer service skills.
- Maintain records of issues upheld and use this information to support holding to account activity.
- Support office governance processes to ensure transparency and high ethical standards in delivery of the PCC's role and meet the requirements for publication of information.
- Work closely with other colleagues to improve operational practices, effectiveness, and efficiency.
- Maintain professional awareness and horizon scan for future developments, with a commitment to own and organisational development.
- Carry out any other duties which are consistent with the nature, responsibilities, and grading of post.

**Note**

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

With the exception of any Deputy appointed by a PCC, staff within an OPCC must not undertake political work but are required to operate in a way which is sensitive to and fully informed by the local, regional and national policy context in which the PCC's policing, community safety, public protection and criminal justice responsibilities operate. The post holder will be in a politically restricted post under the Local Government and Housing Act 1989.

The OPCC is required to undertake its role in a way which is agile and responsive to the public interest, to the direct accountability of the PCC to the public as well as to the supportive oversight and scrutiny of the Police & Crime Panel and independent audit committee arrangements. Alongside the PCC, the OPCC undertakes its roles by direct engagement with police and public, private and third sector partner agencies at all levels, with local and national government and with the public.

Due to the nature of the role the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy, and OPCC priorities

The areas of work are determined by the priorities set by the Police and Crime Commissioner as such the portfolio areas may be amended or refocused to align to these priorities.

All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all.

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Person Specification	
Essential knowledge, skills, and experience (E)	Desirable knowledge, skills, and experience (D)
<b>Knowledge and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent qualification/experience.</li> <li>• Knowledge of the role and purpose of the Police and Crime Commissioner.</li> <li>• Knowledge of Data Protection, Equality Act and FOI legislation.</li> <li>• Competent in the use of Microsoft Office applications.</li> <li>• Evidence of Continuous Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>• IT qualification.</li> <li>• A qualification in a professional discipline directly relevant to the role.</li> <li>• Knowledge of legislation relating to the Police and Crime Commissioner.</li> <li>• Knowledge of the democratic and legislative requirements of public sector organisations.</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of policy analysis and development.</li> <li>• Experience of horizon scanning to keep abreast of emerging agendas and issues.</li> <li>• Experience of performance management.</li> <li>• Experience of accurate record keeping and data management in accordance with information governance requirements.</li> <li>• Experience of active involvement in working groups, requiring agenda setting, research, preparation, and presentation of reports.</li> <li>• Experience of presenting data and information in a wide range of formats for a range of audiences at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of influencing local, regional, and national policy and legislation.</li> <li>• Experience in the public sector.</li> <li>• Project management experience.</li> </ul>
<b>Skills / Abilities</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, with the ability to engage with a range of diverse audiences.</li> <li>• Possesses excellent report writing and presentation skills.</li> <li>• Ability to prioritise and manage workloads and competing priorities and meet deadlines.</li> <li>• Demonstrate excellent interpersonal skills, with proven experience of building and maintaining internal and</li> </ul>	

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<p>external relationships.</p> <ul style="list-style-type: none"> <li>• Ability to seek out innovative and creative solutions.</li> <li>• Strong organisational skills, including an ability to plan and manage own workload.</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Commitment to CPD (Continual Professional Development)</li> <li>• Highest standards of integrity and probity</li> <li>• To comply with and promote the organisation's Equal Opportunities Policy</li> </ul>	

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**

Version Control	
Reason for Version Change	Version date
New Role	August 2022

**Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager**

<b>Competency</b>	<b>Level 2 – Middle Manager</b>
<b>Emotionally aware</b>	<ul style="list-style-type: none"> <li>• I consider the perspectives of people from a wide range of backgrounds before taking action.</li> <li>• 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.</li> <li>• I promote a culture that values diversity and encourages challenge.</li> <li>• I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</li> <li>• I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</li> <li>• I take the responsibility to deal with any inappropriate behaviours.</li> </ul>
<b>Taking ownership</b>	<ul style="list-style-type: none"> <li>• I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</li> <li>• I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</li> <li>• I am accountable for the decisions my team make and the activities within our teams.</li> <li>• I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</li> <li>• I actively encourage and support learning within my teams and colleagues.</li> </ul>
<b>Collaborative</b>	<ul style="list-style-type: none"> <li>• I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</li> <li>• I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</li> <li>• I understand the local partnership context, helping me to use a range of tailored steps to build support.</li> <li>• I work with our partners to decide who is best placed to take the lead on initiatives.</li> <li>• I try to anticipate our partners' needs and take action to address these.</li> <li>• I do not make assumptions. I check that our partners are getting what they need from the police service.</li> <li>• I build commitment from others (including the public) to work together to deliver agreed outcomes.</li> </ul>
<b>Deliver, support and inspire</b>	<ul style="list-style-type: none"> <li>• I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</li> <li>• I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</li> <li>• I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</li> <li>• I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</li> </ul>

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Competency	Level 2 – Middle Manager
	<ul style="list-style-type: none"> <li>• I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.</li> <li>• I motivate and inspire others to achieve their best.</li> </ul>
<b>Analyse critically</b>	<ul style="list-style-type: none"> <li>• I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</li> <li>• I think about different perspectives and motivations when reviewing information and how this may influence key points.</li> <li>• I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</li> <li>• I understand when to balance decisive action with due consideration.</li> <li>• I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</li> <li>• 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.</li> <li>• I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</li> </ul>
<b>Innovative and open-minded</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I am flexible in my approach, changing my plans to make sure that I have the best impact.</li> <li>• I encourage others to be creative and take appropriate risks.</li> <li>• I share my explorations and understanding of the wider internal and external environment.</li> </ul>

Values	All Levels
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li> <li>• I am open and responsive to challenge about my actions and words</li> <li>• I declare any conflicts of interest at the earliest opportunity</li> <li>• I am respectful of the authority and influence my position gives me</li> </ul>

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Values	All Levels
<b>Impartiality</b>	<ul style="list-style-type: none"> <li>• I use resources effectively and efficiently and not for personal benefit</li> <li>• I take into account individual needs and requirements in all of my action.</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same</li> <li>• I always give people an equal opportunity to express their views</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all</li> <li>• I value everyone's views and opinions by actively listening to understand their perspective</li> <li>• I make fair and objective decisions using the best available evidence</li> <li>• I enable everyone to have equal access to services and information, where appropriate</li> </ul>
<b>Public Service</b>	<ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li> <li>• I seek to understand the needs of others to act in their best interests</li> <li>• I adapt to address the needs and concerns of different communities</li> <li>• I tailor my communication to be appropriate and respectful to my audience</li> <li>• I take into consideration how others want to be treated when interacting with them</li> <li>• I treat people respectfully regardless of the circumstances</li> <li>• I share credit with everyone involved in delivering services</li> </ul>
<b>Transparency</b>	<ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li> <li>• I am clear and comprehensive when communicating with others</li> <li>• I am open and honest about my areas for development and I strive to improve.</li> <li>• I give an accurate representation of my actions and records</li> <li>• I recognise the value of feedback and act on it</li> <li>• I give constructive and accurate feedback</li> <li>• I represent the opinions of others accurately and consistently</li> <li>• I am consistent and truthful in my communication</li> <li>• I maintain confidentiality appropriately</li> </ul>

Further detailed information on the CVF can be located by clicking on the following link:

<https://www.college.police.uk/career-learning/career-development/competency-and-values-framework-cvf>