



## Northamptonshire Police and Crime Commission

### Freedom of Information Act

### Request Response

No. 001906/13

#### Question

*A list of all staff appointments made by the Police and Crime Commissioner and the following specific information on each post*

- a) The name of the staff member appointed*
- b) The date s/he began / will begin his/her role*
- c) The salary attached to the post*
- d) A job description of the post*
- e) A description of the process through which the appointment was made*
- f) The number of applicants who applied for the appointment*

#### Answer

- a) Iain Britton - Assistant Commissioner for Justice.  
Kathryn Buckle - Assistant Commissioner for Governance.  
Peter Heaton - Assistant Commissioner for Public Involvement.
- b) All began on the 1st April 2013.
- c) All are on the same salary - £65,070
- d) See attached documents
- e) The process consisted of open advert (Northamptonshire Police website and intranet), application form, online psychometric test, psychological testing and a final panel interview.

- f) The number of applicants who applied for the appointment
- Assistant Commissioner for Justice – Four applicants
  - Assistant Commissioner for Governance – Three applicants
  - Assistant Commissioner for Public Involvement – Five applicants



## OFFICE OF THE POLICE AND CRIME COMMISSION

### JOB DESCRIPTION

**JOB TITLE:** Assistant Commissioner, Governance

**SCALE:** PMG4

**SUPERVISION AND CONTROL:** Police & Crime Commissioner

**PLACE OF WORK:** Commission Office, Northampton

**HOURS OF WORK:** 37

#### **PURPOSE OF THE JOB:**

To act on behalf of the Police and Crime Commissioner and to represent the PCC across executive, senior stakeholder and governmental relationships.

To act as the Commissioner's Head of Office, providing and sourcing strategic advice, being a pivotal leader in the prioritisation of the work of the PCC.

To lead on, develop and build effective relationships on behalf of the PCC with local communities, key local and national stakeholders, political representatives and government at all levels.

To coordinate community, youth and expert panels on behalf of the PCC, to ensure that the Commissioner is directly 'in touch' with local people and benefits from a wide range of perspectives and diversity of experience and expertise.

To be the principal and formal point of contact and liaison between the PCC and the Police and Crime Panel, its chairperson, and support to individual members. To represent and support the PCC at a senior level externally and internally.

To undertake the statutory monitoring role and to be designated as the Chief Executive under Schedule 1 of the Police Reform and Social Responsibility Act 2011 on an annual rotation basis.

To provide support to senior colleagues to ensure a highly innovative organisation, developing their talents to deliver together on the Commissioner's priorities.

**MAIN RESPONSIBILITIES:**

1. To be the principal ambassador for the Office of the Police and Crime Commissioner for Northamptonshire, managing office staff and directing all activity pursuant to the priorities of the Commissioner day-to-day;
2. Lead, develop, coordinate, prioritise, manage and protect the Commissioner's personal programme, activity and time;
3. Provide an effective gateway to and from the Commissioner, proactively building relationships with a wide range of stakeholders;
4. Direct and coordinate all incoming and out-going papers and representations requiring the Commissioner's decision and or attention;
5. Develop strong relationships with key stakeholders, political representatives and government, influencing, liaising and lobbying to support the delivery of the PCC's goals;
6. Lead on discrete projects as directed, on behalf the Commissioner;
7. Agree media lines to take on behalf of the Commissioner and lead on all advance work for trips, speeches and events involving the Commissioner;
8. Create and develop a range of panel and engagement arrangements to ensure that the Commissioner can directly benefit from diversity and equality perspectives, experience and expertise;
9. Manage on behalf of the PCC the liaison with the Police and Crime Panel, and oversee preparation and briefing of the Commissioner for the panel;
10. Manage and delegate as required casework, complaints and general representations.
11. Analyse, summarise and advise the Commissioner on briefings and casework, and act as a point of organisational knowledge and memory as the Commission evolves over the elected term;

12. Oversee the delivery of executive support and the management of casework, diary, events, correspondence, presentation, briefing and speeches;
13. Ensure a high standard of corporate governance in respect of formal decision making by the PCC, ensuring ethical conduct of staff and a values-based, transparent, fair and accountable delivery of the functions of the Commission;
14. Ensure that the PCC receives high quality advice and guidance to ensure adherence to legal and statutory requirements in the execution of their role;
15. Ensure that the people of Northamptonshire are engaged, the policy is evident based, and that resources are aligned to achieving the PCC's priorities.

**NOTE:**

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working it may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post and in response to the operational needs of the Force and in terms of pre-planned activity to respond to the operational needs of the Commission and the Police Force. (This role will be reviewed 6 months after implementation, in line with performance management and operational requirements.)

**CONDITIONS OF SERVICE:**

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered.

The annual leave entitlement is 25 working days with an additional 5 days after 5 years continuous service.

## PERSON SPECIFICATION

### ROLE SPECIFIC ESSENTIAL CRITERIA

1. Educated to degree level or equivalent qualification or possess significant experience commensurate with the role.
2. Proven experience in 'making things happen' and to plan and deliver a campaign or programme of activity, in an executive and/or political environment;
3. Substantial strategic experience of organisation and prioritisation, gained in the context of creating and executing events, campaigns or programmes of work in a fluid complex and challenging context;
4. Experience of supporting and managing briefing, casework, events and complex correspondence in a senior/executive context;
5. Knowledge of the policy and strategic context in which the Commissioner operates;

### GENERIC ESSENTIAL CRITERIA FOR SENIOR MANAGER

#### 1. Serving the Public

- Demonstrate a thorough understanding of the political and strategic context of policing, and how this fits within strategic partnerships and the wider agenda of public sector development and reform.
- Demonstrate high level of communication and influencing skills with a proven ability to build relationships across the organisation and beyond.

#### 2. Leading Change

- Ability to articulate a clear vision, set strategic direction with strong networking and a high level of interpersonal skills.
- Ability to be innovative and inspirational in generating and developing new ideas.
- Significant experience of facilitating and delivering successful organisational change programmes.

#### 3. Leading People

- Experience of strategic leadership and driving culture change.
- A strong leader with experience of building, motivating and leading a highly effective multidisciplinary team.

#### 4. Managing Performance

- Experience of managing a range of services at a senior level.
- Analytical skills to convert strategic management issues into practical implementation.
- Experience of managing and setting budgets effectively to deliver a service within available resources.

## **5. Decision Making**

- Ability to produce practical and creative solutions to meet business objectives.
- Demonstrates a responsible approach to decision making, assessment and management of risk for the overall benefit of Northamptonshire Police.

## **6. Professionalism**

- Demonstrates personal commitment, energy and drive to get things done.
- Ability to be flexible, respond positively to change and work effectively under pressure.

## **7. Working with others**

- Experience of successful partnership working, representing the organisation at a senior level on external bodies.
- Ability to delegate effectively and work through others to deliver organisational objectives.
- Candidates must be able to demonstrate a level of awareness of diversity issues appropriate to this role.



## OFFICE OF THE POLICE AND CRIME COMMISSION

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Commissioner - Justice
<b>SCALE:</b>	PMG4
<b>SUPERVISION AND CONTROL:</b>	Police and Crime Commissioner
<b>PLACE OF WORK:</b>	Commission Office, Northampton
<b>HOURS OF WORK:</b>	37

#### **PURPOSE OF THE JOB:**

To act on behalf of the Police and Crime Commissioner and to represent the PCC across executive, senior stakeholder and governmental relationships.

To act as the specialist officer on all matters in relation to the Justice Section and systems as it applies within the County and beyond.

To influence key policy decisions at local and Government level in delivering the PCC's goals and objectives.

To act as the Commissioner's senior policy advisor, leading on the strategic development and delivery of evidence-based policy to achieve the goals of the PCC.

To manage on behalf of the Commissioner the Commission functions of planning and policy, scrutiny, commissioning and performance.

To undertake the statutory monitoring role and to be designated as the Chief Executive under Schedule 1 of the Police Reform and Social Responsibility Act 2011 on an annual rotation basis.

To provide support to senior colleagues to ensure a highly innovative organisation, developing their talents to deliver together on the Commissioner's priorities.

**MAIN RESPONSIBILITIES:**

1. Provide policy and strategic advice to the PCC as required;
2. Translate the vision of the PCC into reality, developing policy solutions that are evidence-based and innovative and driving through their adoption;
3. Lead on the statutory planning responsibilities of the Commission, including managing the drafting and refreshing processes of the Police and Crime Plan;
4. Manage the Commission scrutiny activity, the monitoring of Force performance and the arrangements by which the Commissioner holds the Chief Constable to account;
5. Develop and implement commissioning arrangements on behalf of the Commissioner, maximising delivery of the Commissioner's strategic goals;
6. Ensure the appropriate representation of the Commissioner across local community safety and criminal justice partnering and related partner arrangements and that these arrangements strongly align and deliver to the Commissioner's priorities, driving greater innovation and effectiveness;
7. Develop strong strategic relationships with policy think tanks, government research departments and universities nationally and internationally, to build evaluative and evidence-based models to support policy innovation of the Commission;
8. As a senior manager in the Commission, exercise appropriate responsibility for the corporate governance of the Commission as the statutory policing body, ensuring ethical conduct of staff and a values based, transparent, fair and accountable delivery of the functions of the Commission;
9. Ensure that the people of Northamptonshire are engaged, the policy is evidence based, and that resources are aligned to achieving the PCC's priorities.

**NOTE:**

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working it may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in

consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post and in response to the operational needs of the Force and in terms of pre-planned activity to respond to the operational needs of the Commission and the Police Force. (This role will be reviewed 6 months after implementation, in line with performance management and operational requirements.)

**CONDITIONS OF SERVICE:**

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered.

The annual leave entitlement is 25 working days with an additional 5 days after 5 years continuous service.

## PERSON SPECIFICATION

### ROLE SPECIFIC ESSENTIAL CRITERIA

1. Educated to degree level or equivalent or possess significant working experience commensurate to the role.
2. Experience in developing new policy thinking across policing and crime, at a strategic level, with particular reference to the Justice Sector and based upon a strong understanding of evidence-based and broader policy context;
3. Experience of developing and managing commissioning arrangements at a senior level;
4. Experience of managing performance approaches and related technical analysis and support at a senior level;
5. Experience of undertaking strategic reviews, within complex and political contexts;
6. Experience of designing and commissioning evaluative activity;

### GENERIC ESSENTIAL CRITERIA FOR SENIOR MANAGER

#### **8. Serving the Public**

- Demonstrate a thorough understanding of the political and strategic context of policing, and how this fits within strategic partnerships and the wider agenda of public sector development and reform.
- Demonstrate high level of communication and influencing skills with a proven ability to build relationships across the organisation and beyond.

#### **9. Leading Change**

- Ability to articulate a clear vision, set strategic direction with strong networking and a high level of interpersonal skills.
- Ability to be innovative and inspirational in generating and developing new ideas.
- Significant experience of facilitating and delivering successful organisational change programmes.

#### **10. Leading People**

- Experience of strategic leadership and driving culture change.
- A strong leader with experience of building, motivating and leading a highly effective multidisciplinary team.

#### **11. Managing Performance**

- Experience of managing a range of services at a senior level.

- Analytical skills to convert strategic management issues into practical implementation.
- Experience of managing and setting budgets effectively to deliver a service within available resources.

## **12. Decision Making**

- Ability to produce practical and creative solutions to meet business objectives.
- Demonstrates a responsible approach to decision making, assessment and management of risk for the overall benefit of Northamptonshire Police.

## **13. Professionalism**

- Demonstrates personal commitment, energy and drive to get things done.
- Ability to be flexible, respond positively to change and work effectively under pressure.

## **14. Working with others**

- Experience of successful partnership working, representing the organisation at a senior level on external bodies.
- Ability to delegate effectively and work through others to deliver organisational objectives.
- Candidates must be able to demonstrate a level of awareness of diversity issues appropriate to this role.



## OFFICE OF THE POLICE AND CRIME COMMISSION

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Commissioner, Public Involvement
<b>SCALE:</b>	PMG4
<b>SUPERVISION AND CONTROL:</b>	Police and Crime Commissioner
<b>PLACE OF WORK:</b>	Commission Office, Northampton
<b>HOURS OF WORK:</b>	37

#### **PURPOSE OF THE JOB:**

To act on behalf of the Police and Crime Commissioner and to represent the PCC across executive, senior stakeholder and governmental relationships.

To develop and lead the communications, media and public and stakeholder engagement strategy and policy development to support the priorities and objectives of the Police and Crime Commissioner.

To act as the Commissioner's senior adviser on matters relating to communications, media and public and stakeholder engagement.

To manage Commission functions responsible for delivering communications, media and public and stakeholder engagement.

To undertake the statutory monitoring role and to be designated as the Chief Executive under Schedule 1 of the Police Reform and Social Responsibility Act 2011 on an annual rotation basis.

To provide support to senior colleagues to ensure a highly innovative organisation, developing their talents to deliver together on the Commissioner's priorities.

#### **MAIN RESPONSIBILITIES:**

1. Lead the development and implementation of the communications, media and engagement strategy to support the Commissioner's priorities and objectives.
2. Provide advice to Police and Crime Commissioner and senior managers on all matters that may have a bearing on the communications, media, Public and stakeholder engagement policy of the Commissioner, his activities and projects.
3. Lead the development and implementation of the Police and Crime Commissioner's communications, media, public and stakeholder engagement strategy that promotes a positive image with and involvement from local, regional and national media, the public and all other stakeholders.
4. Devise and implement campaigns to support policy issues, working closely with the Commissioner and all key stakeholders.
5. Ensure that the people of Northamptonshire are engaged, the policy is evidence based, and that resources are aligned to achieving the PCC's priorities.
6. Represent the PCC on all media, public relations and marketing matters, directly managing specific, sensitive or difficult issues where a high level of expertise is required.

**NOTE:**

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**CONDITIONS OF SERVICE:**

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Requests for flexibility of working will be considered.

The annual leave entitlement is 25 working days with an additional 5 days after 5 years continuous service.

## PERSON SPECIFICATION

### ROLE SPECIFIC ESSENTIAL CRITERIA

1. Degree in public relations, marketing or similar qualification.
2. In-depth knowledge and experience of the communications and engagement issues of a large public sector organisation delivering change and services under high public and media scrutiny.
3. Significant experience of developing communications policies and strategy in a high profile organisation, using innovative and creative means.
4. Substantial experience of working with and influencing the media at local, regional and national level.
5. Evidence of success in promoting policy through a variety of channels, including preparing reports, speeches, presentations and briefings on complex issues for a range of different audiences.

### GENERIC ESSENTIAL CRITERIA FOR SENIOR MANAGER

#### **15. Serving the Public**

- Demonstrate a thorough understanding of the political and strategic context of policing, and how this fits within strategic partnerships and the wider agenda of public sector development and reform.
- Demonstrate high level of communication and influencing skills with a proven ability to build relationships across the organisation and beyond.

#### **16. Leading Change**

- Ability to articulate a clear vision, set strategic direction with strong networking and a high level of interpersonal skills.
- Ability to be innovative and inspirational in generating and developing new ideas.
- Significant experience of facilitating and delivering successful organisational change programmes.

#### **17. Leading People**

- Experience of strategic leadership and driving culture change.
- A strong leader with experience of building, motivating and leading a highly effective multidisciplinary team.

#### **18. Managing Performance**

- Experience of managing a range of services at a senior level.
- Analytical skills to convert strategic management issues into practical implementation.
- Experience of managing and setting budgets effectively to deliver a service within available resources.

**19. Decision Making**

- Ability to produce practical and creative solutions to meet business objectives.
- Demonstrates a responsible approach to decision making, assessment and management of risk for the overall benefit of Northamptonshire Police.

**20. Professionalism**

- Demonstrates personal commitment, energy and drive to get things done.
- Ability to be flexible, respond positively to change and work effectively under pressure.

**21. Working with others**

- Experience of successful partnership working, representing the organisation at a senior level on external bodies.
- Ability to delegate effectively and work through others to deliver organisational objectives.
- Candidates must be able to demonstrate a level of awareness of diversity issues appropriate to this role.