



OFFICE OF THE NORTHAMPTONSHIRE POLICE, FIRE AND CRIME COMMISSIONER

JOB DESCRIPTION

JOB TITLE:	Independent Panel Member
SCALE:	Day rate, plus expenses
SUPERVISION AND CONTROL:	Customer Service Manager
PLACE OF WORK:	Northamptonshire, various
HOURS OF WORK:	0 hours

PURPOSE OF THE ROLE:

The Police, Fire and Crime Commissioner for Northamptonshire has a duty to recruit independent people to sit on police misconduct panels within Northamptonshire.

The role of an Independent Panel Member is to assist misconduct panels in reaching a fair and evidence based judgement about a particular officer's conduct and deciding on an appropriate sanction. They also ensure that there is an independent and impartial voice on such panels and provide assurance to the community that conduct matters are treated seriously and that misconduct proceedings are being properly investigated and adjudicated.

KEY RESPONSIBILITIES:

- Attending and participating effectively in misconduct hearings as required;
- Preparing for hearings by considering the relevant papers in advance, which will include reports and background information;
- Constructively challenging accepted facts and views in a hearing where appropriate;

- Following the procedure determined by the Chair of the Panel in order to review the facts of the case;
- Working with other members of the Panel to reach a view based on the balance of probabilities;
- Attending training that is relevant to the role and taking a proactive approach to considering what additional development may be appropriate;
- Maintaining the highest standard of professional conduct and ethics.

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. 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.

PERSON SPECIFICATION

ROLE SPECIFIC ESSENTIAL CRITERIA

Essential Skills	
Analytical skills	The ability to interpret and question material relevant to the case under consideration.
Judgement	The ability to take a balanced, open minded and objective approach to the issues and come to evidence based conclusions that are robust and will withstand challenge.
Communication	The ability to clearly and cogently articulate views while being receptive to the opinions of others.
Independence	The capacity to think independently while being part of a wider panel, demonstrating resilience to external and peer pressure.
Self-confidence	The ability to challenge the accepted view of senior police officers on the panel in a constructive but non-confrontational manner.
Time management	An appropriate level of commitment to the process, ensuring that sufficient time is set aside to both attend and prepare for hearings.
Integrity	Embraces high standards of conduct and ethics.
Diversity	A commitment to fairness and equality

Ideally, applicants will have experience of professional regulations, tribunals, or other legal processes, and of working with disciplinary procedures.

Appointees will serve a four-year term, with a review of continuing suitability at the end of that time. Subject to that review, a further period of service may be agreed, unless there are circumstances during either term whereby the appointment has to be ended. Existing Independent Panel Members for the region need not reapply.

Successful candidates will be subject to police vetting.

Successful candidates will be provided with training relevant to the role.