



Job Description – Parliamentary and Public Affairs Officer

Job Title: Parliamentary and Public Affairs Officer

Reference: PPAO1

Reports to: Head of Communications and Public Affairs

Salary: £35-40k

Location: Westminster

Contract Type: 18 month fixed term contract (with possibility of extension)

Working hours: office based 35 hours per week, Monday to Friday, some out of hours as required

The Association of Police and Crime Commissioners (APCC) is the national body that supports Police and Crime Commissioners (PCCs), and other local policing bodies across England and Wales, to provide national leadership and influence change in the policing and criminal justice landscape.

We are looking to recruit a high calibre public and parliamentary affairs officer to help us to further develop links between police and crime commissioners and stakeholders in Westminster, Whitehall and beyond in order to deliver on our policy priorities and wider business plan.

Working as part of a small communications and public affairs team, you will lead on public and parliamentary affairs activity for the APCC as well as providing media and communications support. You will work closely with PCCs and their offices across England and Wales, as well as with ministers, parliamentarians, government officials and senior stakeholders from policing and criminal justice.

You will need to be a team player with meticulous attention to detail, working with multiple partners and be able to multi-task and prioritise work effectively. This is an exciting opportunity to join a growing team and make a real impact on policing and criminal justice as a national level. This is a great career development opportunity for the right person. We look forward to hearing from you.

Key Areas of Responsibility

Act as the lead on public and parliamentary affairs activity for the APCC.

- Uses evidence and emerging thinking from across the policing, CJS, fire and rescue landscapes and other policy environments as appropriate to develop and implement a highly effective public and parliamentary affairs strategy.
- Develops a strong network of parliamentary and public affairs stakeholders for Police and Crime Commissioners to engage with and influence.
- Uses understanding and experience of parliamentary processes and activities to deliver APCC key messages and act as the lynchpin between Police and Crime Commissioners and parliamentary stakeholders.
- Identifies opportunities and supports members to attend parliamentary meetings, events and engage with parliamentarians in order to influence.
- Act as the lead for the secretariat for the APPG on Policing and Security

Develop relationships and engage with politicians, officials and other senior stakeholders.

- Identifies and puts in place strategies to engage with parliamentarians and wider stakeholders relevant to APCC policy and communications priorities.

- Uses their relationships with stakeholders and parliamentarians to gather intelligence and influence others in line with APCC policy development and priorities.
- Builds credibility in order to facilitate discussions and influence delivery between PCCs and a variety of public and parliamentary stakeholders, helping them to find common ground and secure agreements and progress around high-profile issues.
- Manages external stakeholder relations, creating solid working relationships that are anchored to APCC's business objectives.
- Develops and maintains highly effective relationships with APCC members to understand their priorities and represent their views effectively.
- Develops and maintains an APCC stakeholder map.

Develop and execute a multi-channel public affairs communications products and content based the APCC business plan and communications strategy.

- Parliamentary and public affairs content has a clear narrative, with messaging that supports the aims and deliverables agreed by Members and / or within the APCC Business Plan / communications strategy.
- Works with the APCC policy team to identify opportunities and advise on the shaping of content for use as part of the communications strategy.
- Uses knowledge of how Westminster and Whitehall operate to suggest differing tactics and approaches to influence and engage.
- Engages effectively with Select Committees and enquiries, supporting PCCs to deliver clear and compelling input, both verbally and in written format (working with the policy team as appropriate).
- Monitors debates and the position of Parliamentarians and stakeholders (including maintaining records) to keep members updated on activities and announcements, as well as seek opportunities to engage.

Deliver a range of internal and external communications and media products and services, working as part of the Communications and Public Affairs team.

- Produces a range of high-quality written material commensurate with the role such as: briefings for meetings, MP correspondence, Parliamentary Questions, Select committee hearings, consultations etc.
- Understands the sensitivities of working in an impartial political environment and puts in place strategies and approaches in line with this.
- Summarises lengthy documents quickly and accurately, taking account of political nuances/sensitivities.
- Contributes to annual joint policing summit and other events.
- Provides cover and support for a range of communications activities such as: Media, Press and internal communication activities.
- Works highly effectively as part of a small team.
- Understands how delivery of corporate products and services contributes to wider delivery of the APCC Business Plan and support for our members.
- Demonstrates good awareness of APCC procedures and decision-making structures and plans work accordingly.

Undertake additional tasks – perform other tasks as directed within job-holder's competencies / capabilities

Personal specification

Essential requirements

- Educated to degree level or equivalent.
- Excellent understanding of parliamentary process and procedure as well as a strong understanding of parliamentary process and how to use a variety of tactics to engage and influence a variety of senior people.
- Experience of working with senior elected representatives including parliamentarians and their staff.
- Experience of developing effective relationships at senior level, with high level of credibility with internal and external stakeholders across competing interests.
- Experience of planning and delivering end-to-end parliamentary and public affairs strategies.
- Highly developed personal influencing and communication skills, including excellent writing and oral communication skills.
- Political astuteness and judgement in dealing with politicians, with the ability to exercise discretion and confidentiality, and demonstrating political neutrality at all times.

Behavioural / personal competencies

- Good written and oral communication skills
- Good influencing and engagement skills; has the ability to gain others' support for ideas, proposals, projects, and solutions.
- Good time management skills; manages work deadlines effectively and delivers on time.
- Strong problem-solving skills – looks to actively manage problems and seek resolutions before they become issues.
- Possesses the ability to develop, maintain, and strengthen partnerships with others inside or outside the APCC who can provide information, assistance, and support.
- Well-developed organisational skills, including the ability to use initiative, to prioritise workload and work under pressure to achieve tight schedules and deadlines.
- Ability to multi-task, deal with urgent, potentially high profile and unplanned requests for information and analysis at short notice.
- Constructively takes on board feedback to learn and develop skills.
- Demonstrates a strong work ethic; takes pride in work.
- Maintains a positive attitude with a 'can do' approach to work.

Desirable requirements

- Strong understanding of policing and criminal justice policy and legislation (or analogous sector)
- Sound organisational and computer skills to create and maintain accurate stakeholder databases, tracking political views and opinions.
- Strong track record of delivering effectively in a dynamic, complex and rapidly changing policy environment.
- Prior experience of using a parliamentary on-line monitoring tool

FURTHER DETAILS

The successful candidate will be expected to demonstrate eligibility to work in the UK as well as be security vetted. The post is politically restricted.

How to apply –

- Please submit a cover letter explaining why you are suitable for the role (2 pages maximum) and CV by email to recruitment@apccs.police.uk quoting reference PPAO1
- Applications close **midnight on Monday 18th March.**
- Interviews will be held in Central London, planned for 26 March.

If you would like to speak to someone concerning the role, please contact Jamie Hurst on 07710 716659 in the first instance.



JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

The Company collects a range of information about you which *may* include:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of remuneration, including benefit entitlements.
- Whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

The Company collects this information from a variety of sources such as data that might be contained in application forms, CVs or resumes, obtained from your driving licence, passport or other identity documents, or collected through interviews or other forms of assessment.

The Company may also collect personal data about you from third parties, such as references supplied by personal referees and former employers, information from security check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

Why does the Company process personal data?

The Company needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In all cases, the Company needs to process data to ensure that it is complying with its legal obligations; for example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

In some cases, the Company needs to process data to ensure that you have the certain qualifications that you have; for example, it is required to check that you have a valid driving licence that enables you to drive a Company vehicle or to use your vehicle on Company business.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records on the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Company will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with our Human Resource Service Providers, and former employers to obtain references for you, security vetting agencies and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Company will not transfer your data outside the European Economic Area.

How does the Company protect data?

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Company keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent], your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require the Company to change incorrect or incomplete data.
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.

- Ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Oliver Shaw, oliver.shaw@apccs.police.uk 07714399762. If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all.