



ROLE SPECIFICATION: POLICY ASSISTANT

PART A - JOB DESCRIPTION

Job title / position	Programme Assistant	Reports to	Senior Policy Manager
Salary	£28,021 to £33,625 (Policy Assistant)	Work Location	The APCC office is in Westminster, London. We are able to support flexible working
Contract	Fixed term contact to March 2026 (also available as a secondment)	Line Management	No line management responsibilities
Overall function (Job Summary)	<p>The Association of Police and Crime Commissioners (APCC) has an exciting opportunity for a Programme Assistant to work with our busy team at the heart of Westminster in 2024-25 to deliver an ambitious reform programme of work as part of the Home Office Joint Police Reform Unit to set the policing system up for success.</p> <p>The APCC is the national membership organisation representing PCCs, deputy mayors and other local policing bodies and supporting them to hold policing to account and to cut crime and anti-social behaviour.</p> <p>The Programme Assistant will play a key role organising and coordinating the work of the APCC Police Landscape Reform and Devolution team as part of the Joint Police Reform Unit. The role will contribute to the work of the team by:</p> <ul style="list-style-type: none"> • Supporting the coordination of workstreams and tasking across the team taking a programmatic approach to delivery • Providing administrative support to the team, managing diaries and organising meetings, and drafting readouts and summaries where requested • Providing secretariat support to the APCC Delivery and Coordination Group and other meetings as requested • Helping ensure APCC colleagues, PCCs and OPCCs are provided with up-to-date briefing and analysis of national police reform and devolution developments and support them to engage with and implement policy locally. • Supporting the APCC's Communications and Public Affairs team as required to maximise profile and the impact of our work. • Working as part of the wider APCC team, proactively making the links with other areas of our policy and governance work, contributing to business planning and performance monitoring, and effective reporting on delivery. <p>Programme Assistants are supervised and given guidance and direction by a senior member of staff to use and develop their skills to support the delivery of this work.</p>		

Key areas of responsibility

The role is likely to include some of the following:

1. To provide support to the APCC's Police Landscape Reform and Devolution team working closely with a hybrid, cross organisational team to help coordinate the programme of work through organising meetings, managing diaries and monitoring actions
2. To provide support for meetings, including preparing invites and agendas, liaising with participants, taking accurate minutes and ensuring timely distribution to include effective action logging and follow up, and assisting with meeting planning, and developing agendas and schedules.
3. To contribute to our corporate reporting and monitoring of delivery, including helping to ensure that your area of work is reporting its progress in delivering our Strategic Plan and the products and activities that we are being funded for, as well as supporting APCC corporate events, such as Annual General Meetings.
4. Developing and maintaining a good working knowledge and understanding of reforms and the team's priorities to support the wider policy delivery
5. To contribute to the delivery of policy work, including undertaking desk research and analysis, co-ordinating information, providing advice and briefings, developing resources (e.g., toolkits) and supporting the development of communications products (e.g., web content).
6. To perform other tasks as directed and that are within the jobholder's competencies and capabilities.

PART B – PERSON SPECIFICATION

Aptitude / skill requirements:

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

Essential:

- Educated to degree level or equivalent.
- Experience in the use of Microsoft Office, in particular Outlook and Teams.
- Experience in diary management and administration.
- Experience of working in a busy working environment and managing competing demands.
- Experience of working in a policy development, project delivery or a similar environment.
- Self-motivated with the ability to balance competing demands and to prioritise effectively.
- Thorough with a good eye for detail and the ability to establish and maintain office procedures and systems.
- Strong communications and interpersonal skills with the ability to deal with a wide range of people with courtesy, tact, 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 presentation of minutes and other materials for the public domain.
- Strong commitment to and appreciation of the role of PCCs and policing governance more widely.

Core Competencies:

- Planning and organising.
- Communication.
- Teamwork.
- Problem Solving and decision-making.
- Adaptability and flexibility.
- APPC values, strong work ethic with a 'can-do' attitude.
- Technical skills, knowledge and application.

How to apply

Please submit a cover letter setting out why you would like to be considered for a Policy Assistant and explain why you feel you would be suitable for the role (2 pages maximum) along with your CV to tsahota@ifteam.co.uk

The closing date for applications is **9am Monday 31 March**.

Interviews are expected to be held in mid-April and may be conducted 'virtually' using a suitable online platform. If you are selected for an interview.

If you would like to discuss these roles further, please contact **Alex Campbell**