



ROLE SPECIFICATION: POLICY OFFICER

PART A - JOB DESCRIPTION

Job title / position	Policy Officer	Reports to	Senior Policy Manager
Salary	£33,625 - £39,229 <i>Salaries plus LW if applicable</i>	Work Location	The APCC office is in Westminster, London. We are able to support flexible working incl. outside Greater London
Contract	Fixed term contracts to end of March 2026 (also available as secondment opportunities)	Line management	No line management responsibilities
Overall function (Job Summary)	<p>The Association of Police and Crime Commissioners (APCC) has opportunities for 3 Policy Officers to work with our busy team at the heart of Westminster in 2025-26 to deliver an ambitious programme of work that is being funded by the Home Office to develop the role of Police and Crime Commissioners (PCCs) as the public's elected voice in policing and criminal justice, building on work this year.</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>Successful candidates could find themselves working in a number of important areas which cover the work of the policy or corporate team including performance, ethics, criminal justice system, finance and funding, SOC and cyber and economic crime, prevention and the causes of crime, victims and violence against women and girls. These roles will support the work of the Policy and Strategy and Corporate Governance Teams with successful candidates allocated to workstreams to reflect APCC priorities and business need while taking account of their interests and experience.</p> <p>In all these roles you will be expected:</p> <ul style="list-style-type: none"> • To support the development of tools and resources for PCCs and their offices. • To link up with and build relationships with our membership, their offices, key partners and policy makers, including meeting with PCCs and their staff in their offices across England and Wales. • To ensure that the views and experiences of PCCs are effectively represented and reflected in policy debate, policy development and decision-making. • To help to ensure all PCCs and OPCCs are provided with up-to-date briefing and analysis of national policy developments and support them to engage with and implement policy locally. • To support the APCC's Communications and Public Affairs team as required to maximise the profile and the impact of our work. • To work 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>Policy Officers will be expected to work independently, with supervision from a senior member of staff, taking the lead on and having responsibility for key products and activities.</p>		

Key areas of responsibility

The successful candidate/s will:

1. Provide support to the APCC's Policy and Strategy and/or Corporate Governance teams working closely with senior staff. Postholders will be assigned to specific programmes/portfolios of work and would be working closely with and be supported by the relevant Senior Policy Manager, with a significant degree of autonomous working expected.
2. 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). Policy Officers are expected to be able to lead on research projects with light touch oversight from managers (for example, designing and managing consultations and surveys and drafting reports) and draft reports, briefings, letters, etc. to a high standard.
3. Have responsibility for delivery of key strands of the APCC's policy work with support from the responsible Policy Manager or Senior Policy Manager – including project planning, reporting on progress in achieving milestones and deliverables and liaising with the national PCC leads for the policy issue(s).
4. 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.
5. Represent the APCC at meetings – including with PCCs, OPCC officers and other partners and pro-actively developing networks and building relationships across the APCC and with policing and other colleagues.
6. 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.
7. Develop and maintain a good working knowledge and understanding of key community safety and crime reduction issues as required, with support from a Senior Policy Manager.
8. Prepare briefings, presentations and reports to relevant stakeholders as required, providing supporting data and documentation, including analysis, evaluation and findings of research undertaken, to influence and inform decision making.
9. 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.
- Experienced in the use of Microsoft Office.
- Experience of working in a busy working environment and managing competing demands.
- At least 18 months experience of working in a policy development, project delivery or a similar environment.

- Self-motivated with the ability to balance competing demands, to prioritise effectively and to work on own initiative.
- 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 and build relationships 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.

Desirable:

- Understanding/experience of working in a political environment, including working across government, as well as with PCCs and their offices.
- Understanding and experience of working in the public sector, particularly in the field of policing, criminal justice and/or community safety or a related area.
- Understanding of policing and criminal justice policy and legislation (and / or wider public sector).
- Experience of working with media, communications, and public affairs teams.

Core Competencies:

1. Communication.
2. Member service and support.
3. Planning and organising.
4. Teamwork.
5. Problem Solving and decision-making.
6. Adaptability and flexibility.
7. APCC values, strong work ethic with a 'can-do' attitude.
8. Technical skills, knowledge and application.