



ROLE SPECIFICATION: SENIOR POLICY MANAGER ON POLICE PERFORMANCE, DATA AND NEW TECH ETHICS

PART A - JOB DESCRIPTION

Job title / position	Senior Policy Manager	Reports to	Head of Governance and Business
Line management	TBC Currently 1 x Policy Officer	Work Location	Remote working and/or APCC Westminster Office
Salary	Existing terms on secondment or Fixed Term Contract at £52,375 - £57,613 plus a London Weighting allowance of £3,716.54 if applicable.	Contract	Until 31/03/26 initially, with an option to extend subject to funding
Overall function (Job Summary)	<p>As the APCC Policy Lead for Performance, to provide strategic advice and support to the APCC's Senior Management Team and PCCs on all aspects of Police Performance, Data and New Tech Ethics.</p> <p>To work closely with relevant Boards and Programme Teams to ensure that PCCs are engaged and supported on the Performance, Data and Data Ethics work strands, reviewing how to broaden the role for PCCs within New Tech Ethics.</p> <p>To ensure active engagement with PCCs and their offices and provide relevant support in all matters concerning performance and data so that they can shape and influence policy and developments in these areas.</p> <p>With support from the PLRD Team, to develop the strategic approach to be adopted by PCCs on all aspects of the Landscape Reform Programme relating to performance, data and new tech ethics.</p> <p>To improve the data literacy of PCCs and their offices.</p> <p>To develop effective working relationships with key members of HMICFRS, identifying areas where a holistic whole-system approach to policing will benefit the sector and PCCs.</p> <p>To draft evidence-based written submissions to ensure PCCs are well-briefed on all aspects of the Performance, Data and New Tech Ethics workstreams.</p> <p>To work as part of the wider APCC team, proactively drawing on the expertise of other policy portfolios (for example, local policing) on how performance affects their work.</p> <p>Contributing to business planning and performance monitoring, and reporting and supporting the delivery of APCC corporate services and products.</p> <p>To oversee direct reports and ensure progress is made with respect to data, and ethics in the use of facial recognition and new technology.</p>		

Duties / Responsibilities

Responsibilities	Output / Activity / Success Measures
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1	<p>To provide strategic support to APCC Performance Portfolio Leads, PCCs, and the Senior Management Team.</p>	<ul style="list-style-type: none"> • Lead and develop the APCC Performance Portfolio, supporting the national PCC leads, to identify and shape areas where PCC oversight of performance could be improved. • Ensure that PCCs with forces in Engage are well supported, and provide regular and timely briefings in advance of meetings. • Develop a programme of regular and impactful engagement of the Portfolio with PCCs, ministers, senior officials, parliamentarians, and other key leaders.
2	<p>To support and improve the data literacy of PCCs and their offices to use performance data to identify where improvements can be made and where forces are at risk of being in Engage.</p>	<ul style="list-style-type: none"> • Collaborate with colleagues both within the APCC and partner agencies to develop a comprehensive package of support to PCCs to improve data literacy across OPCCs. • Produce guidance in relation to using performance data effectively to drive up standards within policing. • Work with OPCCs, the College of Policing, NPCC and the Home Office to establish a user-friendly data-informed network.
3	<p>To work closely with HMICFRS, acting as the HMICFRS liaison, to ensure that the relationship with both agencies is strengthened and develop a whole system approach to accountability as part of Reform.</p>	<ul style="list-style-type: none"> • Build more constructive relationships with key stakeholders across the sector, including HMICFS and support engagement in the Landscape Reform Programme. • Issue timely briefings in response to HMICFRS inspections and develop draft responses to HMI consultations and letters. • Support a clear engagement plan for PCCs with HMCIC and relevant HMIs as part of the APCC Corporate Governance offer. • Work closely with partner agencies and the APCC Reform team to ensure work is completed in a way which strengthens the role of PCCs.
4	<p>To work alongside the Transparency and DDAT portfolio leads to develop a more comprehensive ethics-based role for PCCs in respect of Facial Recognition, AI and New Tech. draft evidence-based written submissions to ensure PCCs are well-briefed on all aspects of the Landscape Reform Programme. To support Home Office, as appropriate, with the drafting of any White Paper.</p>	<ul style="list-style-type: none"> • Lead colleagues to work with statutory and other partners to inform and engage PCCs with respect to developing their ethical oversight of the use of new tech, highlighting best practise. • Strengthen and embed the PCC role within the reform agenda with respect to ethics and new technology. • Work with colleagues to draft evidence-based guidance and scrutiny products to support their role with respect to the oversight of ethics and new tech.

5	To work as part of the wider APCC team, proactively drawing on the expertise of other policy portfolios (for example, Transparency and DDAT) on how Performance and Data affects their work.	<ul style="list-style-type: none"> • Monitor developments and ensure that the wider APCC team are kept up to date and provided with timely information on related portfolio areas. • Ensure effective engagement and consultation with APCC members, engaging with them to formulate policy positions and to understand their views, experiences, concerns and priorities.
6	Contributing to business planning and performance monitoring, and reporting and supporting the delivery of APCC corporate services and products.	<ul style="list-style-type: none"> • Contribute to strategic thinking, business planning, priority setting and monitoring progress against portfolio outcomes and objectives. • Contribute to senior leadership discussions and decisions within the organisation. • Lead on strategic planning and project management for key Home Office deliverables. • Ensure timely and effective reporting against deliverables working effectively with the Head of Governance to achieve all deadlines.
7.	Lead and develop a small team to own and deliver the performance. data and new tech ethics functions	<ul style="list-style-type: none"> • Provide effective line management for a small team to support delivery across the areas of performance, data and new tech ethics.
7	To perform such other tasks as may be directed within job-holder's competencies / capabilities	

PART B - PERSON SPECIFICATION

	Essential Requirements	Desirable / Not essential
Education / qualification requirements	Educated to degree level or equivalent experience of policing governance and performance	
Specialist training requirements	Experienced in the use of Microsoft Office	Experience of PCC governance
Aptitude / skill requirements	Willingness to be vetted to CTC level Politically restricted role	Line management experience
Hard competencies (knowledge and experience requirements)	<ul style="list-style-type: none"> • Significant experience of operating at an appropriately senior level within a relevant policy development environment. • Understanding/experience of working in a political environment, including working across government. 	<ul style="list-style-type: none"> • Understanding and experience of working in the public sector, particularly in the field of policing and performance • Understanding of relevant policy areas

	<ul style="list-style-type: none"> • A good understanding of national policy making, with experience of working with government departments and other statutory agencies, or other relevant experience and the ability to learn this quickly in post. • Excellent written and oral communications skills • Experience of developing effective relationships with partner organisations and senior stakeholders, and ability to establish credibility and build trust quickly. • Experience of developing quality policy products in a complex and rapidly changing environment – including briefings, reports, etc. • Experience of building and sustaining engaged membership or similar networks and communities of interest. • Experience of assimilating and analysing complex information from a variety of sources and producing clear and concise summaries, conclusions, and advice. • Political astuteness and judgement in dealing with politicians and other senior partners, and ability to work appropriately and effectively in a politically restricted post. • Understanding principles of equality, diversity and inclusion and a strong commitment to applying and reflecting these in this role. • A strong commitment to promoting and supporting the role of Police and Crime Commissioner. 	<ul style="list-style-type: none"> • Experience of working with media, communications, and public affairs teams.
<p>Soft competencies (behavioural / personal competencies)</p>	<p>Core Competencies</p> <ol style="list-style-type: none"> 1. Communication. 2. Client service and support. 3. Planning and organising. 4. Teamwork. 5. Problem Solving and decision-making. 6. Adaptability, flexibility and resilience. 7. APCC values, strong work ethic with a ‘can-do’ attitude. 8. Technical skills, knowledge, and application 9. Creative and analytical thinking 10. Influencing, persuasion and negotiation skills 11. Strategic thinking 	