



## Job Description – Senior Policy Manager

**Job Title:** Senior Policy Manager – Forensics, Specialist Capabilities and Serious Organised Crime

**Reference:** SPM-2020

**Reports to:** Director of Policy and Strategy

**Salary:** £45,000 - £50,000 (Depending on experience)

**Location:** Either APCC London office or working from a local PCC office.

**Contract type:** Full time, one-year fixed contract, with possibility of extension. Secondment or fixed term contract.

**Working hours:** 9.00am – 5.00pm Monday to Friday. There will be occasional out of hours and weekend work.

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The APCC supports Police and Crime Commissioners (PCCs) and other local policing bodies across England and Wales to provide national leadership and drive strategic change in the policing, criminal justice and community safety landscape.

Policing is facing challenges as well as opportunities as it seeks to modernise, improve efficiency and productivity and make the most of technology and innovation to respond to new threats and demands.

The Special Capabilities Programme (SCP) – which has been an integral part of the *Police Vision 2025* – is developing new models for policing in areas including surveillance, major investigations, armed policing and roads policing, with an impact on the policing response to major issues of public concern, including Serious and Organised Crime, fraud and cybercrime and serious violence. PCCs have a vital role in providing strategic oversight and public voice and representation for these programmes.

Transforming forensics (TF) is one of the main areas of work in the SCP. At the heart of the TF Programme is a desire to work together nationally to deliver forensic capabilities by networking existing services to enable them to share knowledge, resilience, efficiency, quality and effectiveness in forensics. This approach is being delivered through a Forensic Capability Network (FCN) which is in the final stages of mobilisation, with funding confirmed, staff recruited and hosting arrangements in place. Forces will shortly be signing agreements ready for operational services to commence.

The post-holder will be responsible for leading the APCC's Forensics, Specialist Capabilities and Serious Organised Crime work programme. You will be responsible for ensuring PCCs play a full role in the governance and leadership of these areas and will work closely with the PCCs who lead on this work nationally for the APCC, along with the wider PCC membership, with Chief Constables and with senior leaders from the Forensic, SOC and Spec Cap programmes.

You'll need to be able to work credibly and effectively with a wide range of partners, including ministers, civil servants, senior police officers, and effectively navigate and engage with governance and policy development structures.

This role will require strong analytical, policy development, communications and problem-solving skills, and good grasp of the forensics, specialist capabilities agenda and serious organised crime agenda and / or the ability to get up to speed on this quickly. You'll need to understand and be passionate about the PCC role as local systems leaders and in the governance of local and national programmes. The postholder will be expected to manage a busy schedule, prioritise effectively and take ownership of and responsibility for their work plan.

If this role would be of interest, we would love to hear from you. A detailed Job Description is provided below.

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### Key areas of responsibility

- Act as the APCC policy lead and specialist adviser for Forensics, wider Police Specialist Capabilities and Serious Organised Crime (SOC).
- Work closely with relevant Boards and Programme Teams to ensure that PCCs are engaged and supported on the Forensics, Specialist Capabilities and SOC strands of the police reform work and act as the APCC Policy Lead and Specialist Adviser to the Transforming Forensics programme and Forensics Capability Network.
- Work closely with PCCs and their offices to ensure their active engagement in all matters concerning governance, funding and strategic development of Forensics, Specialist Capabilities and SOC so that they can shape and influence policy and developments in these areas.
- Provide policy support and specialist advice to PCCs leads and wider PCCs including:
  - ensuring members are kept abreast of national policy and operational proposals relating to Forensics, Specialist Capabilities and wider police reform.
  - seeking views on emerging proposals and engage with PCCs to formulate policy positions and understand their priorities.
  - working closely with PCCs (and their offices) to understand the differing local policy issues around Forensics, Specialist Capabilities and SOC and help problem solve to identify solutions.
  - undertaking process evaluation to help identify successful approaches and how these can inform practice across the country.
  - working alongside APCC colleagues, and NPCC operational leads, supporting the wider work on police reform.
  - managing relevant APCC policy areas relevant to Specialist Capabilities and related issues (Forensics, SOC, Fraud and Cyber etc.).
- For the Transforming Forensics (TF) programme and Forensics Capability Network (FCN):
  - engaging with PCCs to support them and respond to their issues in relation to the FCN agreement and future TF proposals.

- assisting the TF/FCN team and communications staff with the proactive management of relationships and channels of communication.
  - work with the TF/FCN team to produce communications updates, with products and channels tailored to the needs of PCCs and other relevant stakeholders.
  - establishing clear two-way information flow between PCCs and relevant stakeholders.
  - building strong and effective relationships with PCCs and their offices and other relevant national stakeholders (e.g. Home Office, National Police Chiefs' Council, Police Reform Programme and Chief Executives).
  - mapping existing structures for engagement and communications channels, streamlining and de-conflicting where necessary.
- Develop a suite of policy materials to support Spec Caps for example: policy briefing packs, training materials, arranging and running seminars/workshops, toolkits etc.
  - Work as part of the APCC Team - ensuring linkages with other APCC policy portfolio work, business planning and service delivery.
  - Any other relevant work as directed by the Director of Policy and Strategy.
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## Personal Specification

### Essential

- Good understanding of the policing and crime landscape.
- Experience of operating at a senior level within a programme delivery environment with an ability to build confidence and positively influence thinking.
- Strong written and oral communication skills with the ability to communicate complex information concisely and clearly.
- Experience developing or delivering policy in analogous sectors.
- Politically astute and attuned to the climate for policing governance bodies operate.
- Strong interpersonal and communication skills and the ability to work collaboratively and forge effective strategic partnerships.
- Strong commitment to and appreciation of the role of Police and Crime Commissioners.
- Ability to build understanding quickly of the roles and responsibilities of stakeholders and the challenges and opportunities involved in delivering these complex programmes.
- Ability to identify issues, problem solve and develop and shape a work programme to meet the identified outcomes under minimal supervision.
- Flexibility and personal resilience with the ability to multi-task and deal with competing priorities as well as working in a small team to deliver individual and shared outcomes.
- Ability to liaise with counterparts across a wide range of business areas.
- Sound knowledge of the role and functions of Police and Crime Commissioners and good governance.

### Desirable, but not essential

- Understanding of some or all of the areas covered by the role - forensics, wider Specialist Capabilities, SOC etc.
- Experience or knowledge of policing governance structures.

## 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](mailto:recruitment@apccs.police.uk) quoting reference SPM-2020
- Applications close **midnight on Friday 27<sup>th</sup> March.**
- Interviews will be held in w/b 30 March in Central London

If you would like to speak to someone concerning the role, please contact Marcus Roberts at [marcus.roberts@apccs.police.uk](mailto:marcus.roberts@apccs.police.uk) to arrange a call.



## 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 Cat McIntyre [cat.mcintyre@apccs.police.uk](mailto:cat.mcintyre@apccs.police.uk) 0207 222 4296. 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.