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| Association of Police and Crime Commissioners | | **ROLE SPECIFICATION:**  **APCC POLICY OFFICER: ENVIRONMENT AND SUSTAINABILITY**  **6-month secondment / fixed term contract** | | | |
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| **PART A - JOB DESCRIPTION** | | | | | |
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| Job title / position | | Policy Officer - Environment and Sustainability | | Reports to | Director of Policy and Strategy |
| Line management responsibilities (for staff) | | No line management responsibilities | | Work Location | Remote working / Westminster Office |
| Overall function (Job Summary) | | To support the creation and launch of a new APCC Environment and Sustainability portfolio, engaging PCCs, their offices and sector partners, and building a national network  To lead on the analysis and development of the evidence-base and develop and deliver policy products on environment and sustainability  To develop and deliver an action plan to ensure PCCs are effectively engaged on the environment and sustainability, with a voice in national policy and initiatives  To map best practice by PCCs/OPCCs across England and Wales and effectively promote and profile this work nationally | | | |
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| **Duties / Responsibilities** | | | | | |
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| Responsibilities | | | Output / Activity / Success Measures | | |
| 1 | To support the creation and launch of a new APCC Environment and Sustainability portfolio, engaging PCCs, OPCCs and sector partners, and building a national network | | * Support for the design, development, and delivery of a successful portfolio launch event * Working with the PCC leads, facilitate and support quarterly portfolio group meetings, including co-ordinating meetings, drafting agendas and responsibility for minutes and action logging * Ensure that environment and sustainability issues are effectively presented to new and returning PCCs post-election (including support for the APCC induction programme) * Work closely with wider policing partners to ensure a joined-up approach to addressing environmental issues and impact. * Working with wider APCC portfolio leads, nsure that environment and sustainability issues are considered (e.g. as items at their portfolio meetings) * Support and encourage PCCs to consider and address environment and sustainability issues in their Police and Crime Plans. | | |
| 2 | To lead on the analysis and development of the evidence-base and develop and deliver a variety of policy products on environment and sustainability | | * Produce and / or support the delivery of a range of policy products / functions, including (but not limited to): * analysis and research * policy advice / responding to policy issues * maintaining awareness of national policy and initiatives * reviewing and disseminating new research * Working with the APCC communications team, ensure these products are effectively disseminated to PCCs/OPCCs, including via APCC e-bulletins, webpages, and the Knowledge Hub | | |
| 3 | Working with public affairs colleagues, to develop and deliver an action plan to support PCCs to have a national voice on the environment and sustainability, working with a range of partners and stakeholders | | * Ensure that PCCs/APCC have an effective voice and representation on this agenda in national debate, initiatives, and decision-making forums * Support the APCC/PCC to develop relationships with key decision makers and opinion formers, including relevant ministers, senior officials and leads in partner organisations * Support effective partnership and collaboration with key APCC partners, such as the National Police Chiefs Council, College of Policing and Bluelight Commercial, to develop a shared vision for environment and sustainability issues in policing * Working with the communications team, identify and make best use of opportunities for PCCs to provide leadership on this agenda in the media, and to showcase the work being led locally | | |
| 4 | To map best practice by PCCs/OPCCs across England and Wales and effectively promote and profile this work nationally | | * Actively engages with regional PCC and OPCC colleagues, acting as a conduit / single point of contact between regional PCCs and the APCC * Co-ordinate a call for evidence to all PCCs/OPCCs, analysing and reporting on the results * Working with the communications team, map out and promote existing PCC/OPCC good practice, including an ‘In Focus’ report | | |
| 5 | To perform such other tasks as may be directed within job-holder’s competencies / capabilities | |  | | |

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| **PART B - PERSON SPECIFICATION** | | |
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|  | **Essential Requirements** | **Desirable / Not essential** |
| Education / qualification requirements | Educated to degree level or equivalent | Environmental / sustainability component to degree or, relevant work based experience. Post-graduate degree. |
| Specialist training requirements | Experienced in the use of Microsoft Office |  |
| Aptitude / skill requirements | Vetted to CTC level  Politically restricted role |  |
| Hard competencies (knowledge and experience requirements) | * Evidence of strong interest in and knowledge of environment and sustainability issues * Experience of developing quality policy / policy products in a complex and rapidly changing environment – including briefings, reports, etc. * Experience of building and sustaining engaged networks and communities of interest * Experience of developing effective relationships with partner organisations and other stakeholders * Experience of assimilating, and analysing complex data and producing clear summaries, conclusions and advice for different audiences * Experience of working with senior stakeholders * Political astuteness and judgement in dealing with politicians and senior partners * The ability to exercise discretion and confidentiality, and to demonstrate political neutrality at all times * Understanding of principles of equality, diversity and inclusion and commitment to applying and reflecting these in this role * A strong commitment to promoting and supporting the role of Police and Crime Commissioner. | * Understanding/experience of working in a political environment * 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. |
| Soft competencies (behavioural / personal competencies) | **Core Competencies**   1. Communication. 2. Client service and support. 3. Planning and organising. 4. Teamwork. 5. Problem Solving and decision-making. 6. Adaptability and flexibility. 7. APPC values, strong work ethic with a ‘can-do’ attitude. 8. Technical skills, knowledge, and application. | |