



## ASSOCIATION OF POLICE & CRIME COMMISSIONERS

### **VACANCY: POLICY ASSISTANT**

**Salary: £23,000 - £28,000**

**Secondment or Fixed Term Contract**

**Full time for 12 months, with potential extension**

Are you looking for a rewarding career working with elected politicians and senior policy experts?

The Association of Police and Crime Commissioners (APCC) is recruiting a **Policy Assistant** to work within our Safer Communities portfolio group, covering issues such as crime prevention, victims, local policing and criminal justice.

You'll need to be willing to work with our Senior Policy Managers and have a can-do attitude, developing briefings, organising meetings and liaising with our members and stakeholders from national government, policing, victims' services and the criminal justice system.

This is a varied and rewarding role where you will be able to develop your experience, skills and build valuable knowledge of key policing issues. You'll also gain significant understanding of how national policies are developed.

The APCC is the national membership organisation representing Police and Crime Commissioners (PCCs), deputy mayors and other local policing bodies in England and Wales.

We support PCCs to provide national leadership and to drive strategic change in policing, criminal justice, and community safety.

If this role interests you, we would love to hear from you. For an informal discussion about the role, please contact Safer Communities Group Lead Eddie Smithwick - [eddie.smithwick@apccs.police.uk](mailto:eddie.smithwick@apccs.police.uk)

#### **To apply, please send:**

- A copy of your CV
- A separate covering statement setting out how:
  - you meet the requirements in the Job Description and Person Specification; and
  - Details of why you would like to join the APCC (**no more than 2 pages**)

Applications must be submitted by **5pm** on **6<sup>th</sup> June** by emailing [pmolloy@ifteam.co.uk](mailto:pmolloy@ifteam.co.uk)

Interviews are expected to take place week commencing **13<sup>th</sup> June**.

*The APCC is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.*



# ROLE SPECIFICATION: POLICY ASSISTANT (SAFER COMMUNITIES)

Ref: APCC PSA-22

## PART A - JOB DESCRIPTION

<b>Job title / position</b>	APCC Policy Assistant (Safer Communities)	<b>Reports to:</b>	Group Lead (Safer Communities)
<b>Line management responsibility</b>	None	<b>Work Location:</b>	APCC London Office <b>and/or PCC Office, with options for home working</b>
<b>Overall function (Job Summary)</b>	<p>To support the APCC's Safer Communities Group, with a focus on prevention, local policing and fire/emergency service collaboration, addictions and substance misuse, mental health &amp; custody, victims and criminal justice.</p> <p>To support the delivery of policy and strategy work by producing briefings and research.</p> <p>To develop and maintain a good working knowledge of community safety and crime reduction issues.</p> <p>To provide logistical and policy support for meetings and events, including for APCC portfolio meetings and working groups.</p> <p>To support the Safer Community Group to work effectively with the APCC's Communications and Corporate teams to maximise the profile and impact of our work.</p>		

## DUTIES/RESPONSIBILITIES

Responsibilities	Output /Activity/ Success Measures
1 To support the APCC Safer Communities portfolios group	<ul style="list-style-type: none"> <li>Working as directed to support APCC Safer Communities portfolios group.</li> <li>Learn quickly and work flexibly across policy areas – the postholder will be assigned to specific portfolios/topics depending on business need and will be supported by the relevant Senior Policy Manager.</li> </ul>
2 To contribute to the delivery of policy and strategy work, including producing briefings and research.	<ul style="list-style-type: none"> <li>To monitor new developments and identify, manage, and disseminate information, including emerging policy, guidance, consultations and research</li> <li>To produce clear and accurate policy briefings</li> <li>To supporting engagement with PCCs and their offices (e.g. Calls for Evidence) and inform policy interventions (e.g. APCC responses to government consultations and evidence to parliamentary committees, etc.)</li> </ul>
3 To develop and maintain a good working knowledge of community safety and crime reduction issues.	<ul style="list-style-type: none"> <li>As above</li> <li>To develop a thorough knowledge and understanding of at least two key APCC 'Safer Communities' policy areas – e.g. attending relevant training and events.</li> </ul>

<p>4 To provide logistical and policy support for meetings and events, including for APCC portfolio meetings and working groups</p>	<ul style="list-style-type: none"> <li>• To have responsibility for planning and booking meetings, and developing agendas with senior policy managers, and liaising with PCCs and their offices (e.g. on availability)</li> <li>• To administer meeting and event invites and attendance, including liaising with speakers and other participants, and ensuring timely circulation of papers</li> <li>• To produce clear and accurate minutes of meetings, follow up on requests for information and develop and administer action logs as requested</li> </ul>
<p>5 To support the APCC team to develop evidence-based policies</p>	<ul style="list-style-type: none"> <li>• To undertake desk research and analysis to a high standard and with attention to detail</li> <li>• To liaise with PCCs and their offices as requested to identify examples of good practice to inform national work, including by administering calls for evidence</li> </ul>
<p>6 To support the Safer Community team to work effectively with the APCC's Communications and Corporate Teams to maximise promotion and impact of this work.</p>	<ul style="list-style-type: none"> <li>• To provide a link and channel to the APCC Communications Team to ensure that resources produced in Safer Communities are appropriately and effectively promoted – e.g. in APCC e-bulletins and on the APCC website</li> <li>• To provide administrative support to Senior Policy Managers and the APCC Corporate Team to monitor and report on progress in delivering relevant outcomes in the APCC Business Plan</li> </ul>
<p>7 To perform such other tasks as may be directed within job-holder's competencies / capabilities</p>	

## PART B - PERSON SPECIFICATION

	Essential Requirements	Desirable / Not essential
Education / qualifications	Educated to degree level or equivalent	
Specialist training requirements	Experience in the use of Microsoft Office	
Aptitude / skill requirements	The successful candidate will be required to take part in a security vetting exercise to Counter Terrorist Check level. Politically restricted role	

<p>Hard competencies (knowledge and experience requirements)</p>	<ul style="list-style-type: none"> <li>• At least 6 months experience of working in a policy and public affairs, public service delivery, or similar environment</li> <li>• Experience of communicating effectively with a range of stakeholders with strong communications and interpersonal skills, and willingness to work effectively with senior staff and politicians</li> <li>• Ability to convey information accurately, clearly, and concisely and to present minutes and other materials appropriately for the public domain</li> <li>• Ability to exercise discretion and respect confidentiality when dealing with politicians, partners, and officers at every level, and to demonstrate political neutrality</li> <li>• Ability to manage competing demands within a busy office environment</li> <li>• Ability to assimilate and co-ordinate data and analysis and produce clear summaries, briefings.</li> <li>• Ability to maintain effective electronic files and folders.</li> <li>• Understanding of principles of equality, diversity and inclusion and commitment to applying and reflecting these in this role</li> <li>• A strong commitment to promoting and supporting the role of Police and Crime Commissioners</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding or experience of working in a political environment</li> <li>• Understanding or experience of working in the public sector, in the field of policing, criminal justice and/or community safety or a related area</li> <li>• Understanding or experience of policing and criminal justice policy and legislation (and / or wider public sector)</li> <li>• Understanding or experience of working with media, communications, and public affairs teams.</li> </ul>
<p>Soft competencies (behavioural / personal competencies)</p>	<p><b>Core Competencies</b></p> <ol style="list-style-type: none"> <li>1. Communication.</li> <li>2. Member service and support.</li> <li>3. Planning and organising.</li> <li>4. Teamwork.</li> <li>5. Problem Solving and decision-making.</li> <li>6. Adaptability and flexibility.</li> <li>7. APPC values, strong work ethic with a 'can-do' attitude.</li> <li>8. Technical skills, knowledge and application.</li> </ol>	