

ROLE SPECIFICATION: Policy Officer – Digital, Data and Technology

Reports to: Senior Policy Development Manager

Salary: £28,000 - £34,000 (Depending on experience)

Location: Westminster

Contract Type: Full time (35 hours per week), fixed contract to end March 2024, with possibility of extension.

PART A - JOB DESCRIPTION

Job title / position	Policy Officer – Digital, Data and Technology	Reports to	Senior Policy Development Manager
Line management	No line management responsibilities	Salary	£28k - £34K
		Location	Westminster with hybrid working
Overall function (Job Summary)	<p>The Association of Police and Crime Commissioners (APCC) is looking for a Policy Officer to support its work with the Home Office on implementing the Capabilities Reform Project and supporting the work of the APCC’s Police Technology and Digital portfolio.</p> <p>With an interest and background in policy, decision-making and public administration, you’ll be working to support Police and Crime Commissioners to engage with other leaders in policing and the Home Office to deliver an ambitious National Digital Strategy and to ensure the governance processes responsible for commissioning new digital and technology capabilities in policing deliver the right outcomes aligned to our policy and operational priorities.</p> <p>The APCC’s Police Technology and Digital Portfolio supports PCCs to engage in significant and service-critical technology governance and investment decisions. The post holder will provide policy support to the Portfolio including development of new digital strategies, support for the role of PCCs in governance and engaging with critical stakeholders and partners in the National Police Chiefs’ Council, the Police Digital Service and the Home Office. The post holder will need to develop a good understanding of the projects, programmes and initiatives in the technology landscape and be responsible for helping ensure that PCCs are well supported in fulfilling their roles in this space.</p> <p>The successful candidate will support the work of the two Senior Policy Managers working in this area and in doing so will work closely with the Home Office and the National Police Chiefs’ Council (as well as other stakeholders) to ensure PCCs are engaged with the delivery of the Capabilities Reform Programme and the sector’s digital and technology work.</p> <p>As part of the APCC team you will also have responsibility for helping ensure that Digital and ICT policy links in with other APCC policy areas and business planning activity.</p>		



Job Description

Duties / Responsibilities

Responsibilities	Output / Activity / Success Measures
<p>1 Support the Senior Policy Manager seconded to the Capabilities Reform Unit in the Home Office. At the current time this broadly includes:</p>	<ul style="list-style-type: none"> • Monitoring progress with all the project proposals submitted to the Home Office as part of the commissioning process and liaising with APCC policy leads. • Supporting APCC engagement at each stage of the commissioning process • Supporting PCCs attending the Strategic Change and Investment Board, the Commissioning Board, the Project Board and Working Groups • Supporting PCC engagement with the Delivery Landscape Reform Strategy • Attending and engaging with the Delivery Partners Engagement Group (DPEG)
<p>2 Support the Senior Policy Manager portfolio lead for police ICT and Digital. At the current time this broadly encapsulates the following areas of work in the APCC Technology and Digital Portfolio business plan:</p>	<ul style="list-style-type: none"> • Technology Strategy, Governance and Partnerships – promoting the role of PCCs in effective governance needed to deliver the National Digital Strategy and maintain oversight of the technology landscape and supporting the achievement of end-to-end digitisation of policing in England and Wales in accordance with the objectives of the 10-year national Digital Strategy and the 2025 Policing Vision; • Major Law Enforcement (Technology) Programmes – providing governance and oversight of the strategic direction and delivery of the major law enforcement technology programmes funded in whole or in part by the technology reallocation from the police budget; • National Capability (Digital) Programmes – providing governance and oversight of the strategic direction and delivery of the digital policing projects and programmes funded in whole or in part by the national capabilities’ reallocation from the police budget.

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<p>3 Provide policy support so that PCCs can shape and influence the changes being made through the Capabilities Reform Project and across national technology and digital programmes of work in policing. This includes:</p>	<ul style="list-style-type: none"> • preparing briefings, meeting papers and discussion reports (as required). • ensuring PCCs are kept abreast of policy proposals relating to Digital and ICT and relevant project proposals going to the Commissioning Board and Strategic Change and Investment Board. • seeking views on emerging proposals and engaging with PCCs (and their offices) to formulate policy positions and understand their priorities. • offering policy advice and guidance so that PCCs are able to provide, shape and influence robust scrutiny and governance of Digital and ICT policy both locally and nationally. • planning and undertaking research to develop policies/position papers (to inform PCCs). • helping ensure appropriate and effective PCC involvement in programme decision-making and governance.
<p>4 Managing relationships and channels of communication through:.</p>	<ul style="list-style-type: none"> • establishing clear two-way information flows between PCCs and relevant stakeholders. • building strong and effective relationships with PCCs and their offices and other relevant national stakeholders e.g., Home Office, Police Digital Service, National Police Chiefs' Council etc. • working with the wider APCC team to produce regular communications updates, with products and channels tailored to the needs of PCCs and other relevant stakeholders.
<p>5 To perform such other tasks as may be directed within job-holder's competencies / capabilities</p>	



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PART B - PERSON SPECIFICATION		
	Essential Requirements	Desirable / Not essential
Education / qualification requirements	Educated to degree level/equivalent or substantial relevant experience	
Specialist training requirements	Experience of and competence in Microsoft Office	
Aptitude / skill requirements	Vetted to NPPV2 CTC level before/soon after taking up the role Politically restricted role	
Hard competencies (knowledge and experience requirements)	<ul style="list-style-type: none"> • At least 18 months experience developing or delivering policy and engaging stakeholders in analogous sectors • Good written and oral communication skills with the ability to communicate complex information concisely and clearly. • Politically astute and attuned to the climate in which policing governance bodies operate. • Ability to build confidence and positively influence thinking. • Good interpersonal and communication skills and the ability to work collaboratively and forge effective strategic partnerships. • Ability to build understanding quickly of the respective roles and responsibilities of stakeholders/users and the challenges and opportunities involved in delivering these complex programmes. • 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. • 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 Commissioners • Experienced in the use of Microsoft Office. 	<ul style="list-style-type: none"> •Some understanding of the wider technology and / or digital landscape in relevant sectors. •Some experience of operating within a programme delivery environment •Knowledge of the role and functions of Police and Crime Commissioners and good governance. •Some knowledge of the wider digital landscape across the public sector, including local government and the criminal justice system. •Experience of working in a membership or representative organisation analogous to the APCC.



Job Description

Soft
competencies
(behavioural /
personal
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 and NPCC values, strong work ethic with a 'can-do' attitude.
8. Technical skills, knowledge, and application.