

ROLE SPECIFICATION: POLICY AND PARTNERSHIP MANAGER

Joint Projects Team: Association of Police and Crime Commissioners (APCC) and National Police Chiefs Council (NPCC)
Secondment/fixed term to March 2024

PART A - JOB DESCRIPTION

Job title / position	Policy and Partnership Manager	Reports to	Head of Governance and Business for APCC and the Strategy, Performance and Planning Lead for NPCC
Line management	No line management responsibilities	Salary	£40k - £45K
		Location	Mainly virtual, with some attendance in Westminster required
Overall function (Job Summary)	<p>To support the APCC and NPCC in their engagement with and contributions to the Home Office national policing governance boards including the National Policing Board (NPB), Strategic Change and Investment Board (SCIB) and the Crime and Policing Performance Board (CPPB).</p> <p>To contribute to the design and delivery of a programme of joint project work that brings together the APCC, NPCC, Home Office and other policing partners, to enable them to work more effectively together as a policing partnership / system including to develop strategy and identify investment priorities for national policing capabilities.</p> <p>To manage the secretariat and reporting functions of the sector wide Strategic Policing Partnership Board, and to support the sector in its work to monitor a refreshed 2030 Vision for Policing.</p> <p>To support the APCC and NPCC in improving the effectiveness and efficiency of national policing and CJS programmes by improving co-ordination and collaboration across APCC portfolios, NPCC co-ordination committees and HO programmes.</p>		

Duties / Responsibilities

Responsibilities	Output / Activity / Success Measures
<p>1 To support the APCC and NPCC to develop cross sector working through the effective management of joint governance. In particular the Strategic Policing Partnership Board and Policing Strategy Partnership.</p>	<ul style="list-style-type: none"> • Responsible for the secretariat function to the cross sector Strategic Policing and Partnership Board (SPPB) and Policing Strategy Partnership (PSP). • Briefing PCC/CC Board members ahead of meetings and keeping the wider PCC/CC community appropriately engaged in issues going into and coming out of meetings, working closely with the APCC / NPCC communications and corporate teams • Preparing meeting papers and briefings for the SPPB and PSP meetings. • Responsible for following up actions, especially where APCC / NPCC has been tasked to take forward agreed work or have a clear interest • To undertake research, analysis, and consultation/engagement to enable PCCs and CCs to make informed, evidenced, and impactful contributions to the SPPB. • As required, to work closely with the APCC/NPCC on consultations and ‘calls for evidence’ to feed into national policing governance discussions and decision-making. • To take responsibility for arranging and supporting key meetings for and between senior leaders linked to the work around national policing partnership and governance.
<p>2 To contribute to the design and delivery of a programme of joint project work that brings together the APCC, NPCC, Home Office and other policing partners, to enable them to work more effectively together as a policing partnership / system including to develop strategy and identify investment priorities for national policing capabilities.</p>	<ul style="list-style-type: none"> • To provide support for the Board(s) including developing agendas, co-ordinating diaries / meetings, action logging and monitoring, minutes, producing policy analysis, papers, and briefings. • To develop resources and networks to support PCCs, CCs and other national policing leaders to collaborate effectively and work together. • To work with the Home Office to align the work of the SPPB and PSP with national priorities and ambition across policing. • To undertake horizon scanning on behalf of the SPPB and PSP in partnership with the College of Policing, Home Office and NPCC colleagues.

<p>3 To support colleagues in the APCC and NPCC teams in improving the effectiveness and efficiency by improving co-ordination and collaboration across NPCC co-ordination committees; APCC portfolios and HO programmes</p>	<ul style="list-style-type: none"> • Research to produce and update a comprehensive ‘heat map’ of developing partnership activity across the APCC, NPCC and other strategic partners. • Research to identify and understand best practice models for ‘joined up’ and collaborative working, and support NPCC / APCC teams in setting up new structures to deliver on these. • Contribute to development and application of a methodology and criteria for identifying priority areas for Joint Project Team engagement. • Identify, realise, and monitor the ‘added value’ from collaborative work across APCC portfolios and NPCC Co-ordination Committees in terms of both efficiency and effectiveness, as well as to ensure that the learning is captured and built on where progress is more difficult.
<p>4 To support the sector in its work to monitor a refreshed 2030 Vision for Policing.</p>	<ul style="list-style-type: none"> • Helping coordinate contributions and updates in respect of work underway for each pillar of the 2030 Vision. • Supporting policing’s monitoring of progress towards its delivery.
<p>5 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 / 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 taking up the role Politically restricted role	
Hard competencies (knowledge and experience requirements)	<ul style="list-style-type: none"> • Experience of building relationships and working across organisations and with external partners • Experience of supporting / facilitating meetings and ability to work with boards and governance structures • Experience of working with others to develop and implement strategies, identifying priorities, monitoring progress, and delivering outcomes • Ability to assimilate, co-ordinate and analyse a wide range of information and data sources and produce briefings and advice 	<p>Strong track record of delivering effectively in a dynamic, complex, and rapidly changing policy environment</p> <p>Experience of working with / supporting politicians, senior officials, and sector leaders</p>

	<ul style="list-style-type: none"> • Ability to think strategically and experience of working with others to develop and implement strategies, identify priorities, and deliver outcomes • Experience of delivering high quality policy analysis, briefings, and research products • Ability to work with senior politicians, officials and policing sector leaders in an environment requiring political astuteness and awareness • Experience of managing competing demands and priorities in a busy office or similar environment • Understanding of principles of equality, diversity and inclusion and commitment to applying and reflecting these in this role • Experience of working within a Police and Crime Commissioner’s office, or equivalent, and equipped with a strong commitment to promoting and supporting the role of Police and Crime Commissioners, with an acute understanding of policing and criminal justice policy, legislation and structures. 	
<p>Soft competencies (behavioural / personal 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 and flexibility. 7. APPC and NPCC values, strong work ethic with a ‘can-do’ attitude. 8. Technical skills, knowledge, and application. 	