

Appendix D

Job Description – Deputy Police and Crime Commissioner**Post title:** Deputy Police and Crime Commissioner**Salary:** FTE = 75% of PCC, position will receive a pro rata salary if not full time.**Responsible to:** Police and Crime Commissioner**Responsible for:** No Direct Reports**Location:** The Office of the Police and Crime Commissioner but could include countywide and national travel.**Main responsibilities**

This is a list of the types of activities the post holder will carry out. It will be subject of discussion with the successful candidate and may evolve over the course of the PCC's term of office. The post holder may undertake additional duties arising from changing circumstances, but which do not change the general character or level of responsibility of the post.

Specialist

- a. Engaging with key local, regional and national partners to leading or attending boards, meetings and working groups on the PCC's behalf.
- b. Supporting the PCC to engage and seek the views and concerns of the people in the county.
- c. In discussion with the PCC, leading or managing specific policy areas, projects or areas of interest, in accordance with skills and experience.
- d. To support the convening, coordination and development of the Local Criminal Justice Board.
- e. Engaging with communities to raise the profile of the PCC, and to enable consultation and engagement activities to take place, with an emphasis on hearing from the residents of Leicester, Leicestershire and Rutland and promoting community cohesion.

General

- f. Support the PCC to drive the delivery of the Police and Crime Plan, which incorporates the manifesto commitments.
- g. Provide support in respect of holding the force to account, by attending meetings with force personnel, deputising for the PCC in her absence and supporting the improvement of OPCC assurance activities.
- h. Supporting the PCC in attendance at the Police and Crime Panel to ensure that the Panel can support and challenge effectively.
- i. Supporting partnership working on behalf of the PCC.

Security level

- Post holder will be expected to sign the Official Secrets Act
- Security Vetting may be required.

Standards of Behaviour

- Post holder will need to sign the Code of Conduct which incorporates the Nolan Principles for Standards in Public Life

Personal Specification Desirable Criteria

Key Skills:

- Ability to think strategically and laterally and deliver on goals and objectives.
- High-level communication and presentation skills, including media skills.
- Ability to build senior level relationships, influence and negotiate with high-ranking officials, and maintain strong relationships.
- Ability to take a co-operative approach to achieving priorities, including developing effective collaboration proposals with relevant organisations.
- Ability to engage, listen and understand communities with differing needs.
- Ability to propose solutions to complex issues with the best interest of local people and vulnerable people always a priority.
- Ability to secure credibility, respect and recognition from peers and stakeholders.
- Ability to take personal responsibility for decisions made and to be able to communicate these effectively.

Knowledge and/or Experience of:

- Issues facing policing.
- The Criminal Justice System and the pressures it is under.
- Victim support services
- The importance of trust, confidence and transparency in policing
- Initiatives designed to reduce violence in general and specifically that aimed at women and girls.
- Initiatives designed to reduce crimes against businesses.
- Community initiatives for crime prevention.
- The political structures, procedures and policies at both a local and national level.
- The geographic, social and economic nature of the area.
- Working with diverse communities and partners and working to secure improved outcomes for local people.

The post holder must live in the police area and be able to travel extensively around the County and must have flexibility in their schedule to allow for occasional evening and weekend engagements.

Eligibility

Under section 18(10) of the Police Reform and Social Responsibility Act 2011 ("the Act") the Deputy PCC (DPCC) is a member of the Commissioner's staff, and therefore they will have a contract that will generally reflect those the staff employed in the OPCC. Schedule 1 8-10 of the act details the appointment criteria for a DPCC, with Appendix A detailing those who would not be eligible to take up the role. Given that one of the functions of the DPCC could be to provide continuity and contingency if the PCC were unable to fulfil her role, the list of exclusions for PCC candidates is also listed.