



Policy & Scrutiny Officer

Job Description

Grade	Scale 5/ SO1
Department	OPCC, Harrogate
Line Manager	Policy and Scrutiny Manager
Scope	<p>Responsible for supporting the Police and Crime Commissioner and Deputy Police and Crime Commissioner in developing, implementing and maintaining comprehensive policy in line with national and local priorities, and scrutinising the work and performance of North Yorkshire Police against the objectives of the Police and Crime Plan.</p> <p>This includes:</p> <ul style="list-style-type: none"> • To provide professional, proactive, and effective support in responding to community concerns. • To provide research into local, regional and national police and crime issues giving advice as required and • To monitor relevant activities of partners such as government departments including the Home Office, Ministry of Justice, the Local Government Association (LGA), Association of Police and Crime Commissioners (APCC), Association of Chief Police Officers (ACPO), local authorities and other Police and Crime Commissioners nationally. <p>The post holder will be aligned to a portfolio area to provide specific support on policy innovation and scrutiny within a specific area of responsibility. Currently these are Policing; Partners; and Victims and Services, but these may be subject to change dependent on operational need.</p> <p><u>Location</u></p> <p>Granby Road Harrogate</p> <p><u>Working Patterns</u></p> <p>Standard Office Hours</p>
Special Conditions	<p>Security vetting procedures for the post</p> <p>Regular requirement to work in different locations</p>

	<p>Requirement to undertake refresher training as and when required</p> <p>Need to attend external meetings/conferences/work hops as required</p>
<p>Main Responsibilities :</p>	<p>To research and expertly collate qualitative and quantitative information from various sources to:</p> <ul style="list-style-type: none"> • Provide understanding, insight and recommendations based on that information. • Produce regular comprehensive reports (daily/ weekly/ monthly) for dissemination to senior managers, including the Commissioner, to deadline which contribute to supporting the strategic direction of the Force. • Ensure information can provide a sound basis and rationale for scrutiny and policy decisions and evidence based commissioning • To identify and undertake / manage research into current and emerging issues both locally, regionally and nationally <p>To analyse and impact assess research findings on policing, community safety issues and victims services.</p> <p>To help in the delivery of projects in support of policy development, implementation and scrutiny.</p> <p>Contribute to an analytical and support service that enables the Commissioner to deliver on their key strategic objectives, working closely with NYP as appropriate</p> <p>To ensure delivery of key reports throughout the year as required.</p> <p>To provide professional advice, consultancy and support.</p> <p>To proactively seek to find new sources of quality information and new ideas, including assessing best practice within policing, community safety and other providers as appropriate.</p> <p>To co-ordinate and develop policy management to assess external factors against force policies ensuring various compliance checks including legal basis, risk management, information compliance, equality analysis, plain English and government protective marking scheme.</p> <p><i>You will be working in a public office, which means there is</i></p>

	<p><i>particular scrutiny on the performance of the Police and Crime Commissioner and their office. You will therefore be expected to uphold the highest standards of personal integrity and conduct, abiding by the Nolan Principles of Standards in Public Life.</i></p> <p><i>Please note this is a politically restricted role</i></p> <p><i>Please note this is a politically restricted role</i></p> <p><i>All post profiles must include the following condition:-</i></p> <p>This job description indicates the key responsibilities of the post and does not restrict the post holder from performing other duties commensurate with the grade of post.</p>
<p>Essential Skills, Experience and Qualifications:</p>	<ul style="list-style-type: none"> • Degree with substantial research methods • Experience of carrying out a range of research projects using qualitative and quantitative approaches ideally from design to dissemination • Previous experience of data handling, analysis and reporting to identify and interpret patterns/ trends and present and communicate this effectively to different audiences. • Knowledge of best practice in consultation and public engagement • In-depth theoretical knowledge or equivalent experience of policy/ research development • Excellent IT skills, with use of Microsoft Office packages • Excellent interpersonal skills to have the ability to work with the PCC and Chief Constable's offices and to address groups and individuals across a range of disciplines and levels, including Senior Management • Highly organised with finely attuned attention to detail with the ability to deal with complex matters confidentially and accurately • The ability to multi-task and to work individually on projects or as part of a team <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Proven analytical experience, including the production and interpretation of statistics/ performance data within a large organisation / public sector / organisation comparable to the OPCC • Project management experience

Role Title : Policy & Scrutiny Officer

Date created : 21/02/2017

Date graded: N/A

Last updated : 25/04/2017

PPF Role Profile NYP PCC Policy & Scrutiny Officer