

Policy & Scrutiny Manager

Job Description

Grade	PO6-9
Department	OPFCC, Harrogate
Line Manager	Chief Executive Officer
Scope	<p>Supporting the Police, Fire and Crime Commissioner (Commissioner) and Deputy Police and Crime Commissioner by driving performance and scrutiny review programmes across the police and fire and rescue service in policy, ethics and standards, and through developing ideas, commissioning research, working with stakeholders and responding to consultations help shape corporate and strategic approaches to development projects where appropriate.</p> <p>The post holder will report to the CEO and will have responsibility for the design, configuration, delivery, evaluation and review of the scrutiny programme by which the Commissioner holds North Yorkshire Police and North Yorkshire Fire and Rescue Service to account.</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>POLICE OFFICERS ONLY: Requirement to undertake operational policing duties as instructed / required.</p>
Main Responsibilities :	To have lead responsibility, on behalf of the Commissioner, for ensuring robust and effective management of the operating policy

	<p>framework and programme of scrutiny including prioritisation, and to respond to priorities within the Police and Crime Plan and Fire and Rescue Plan and associated risks accordingly.</p> <p>To proactively commission research and insight to better understand public satisfaction, and coordinate the ongoing management of public feedback related to the Police and Crime Plan and Fire and Rescue Plan.</p> <p>Develop successful policy initiatives supporting policing and crime and fire and rescue services in North Yorkshire, including alongside the Commissioner and Deputy Commissioner at a national level</p> <p>To lead and oversee specific performance, standards and scrutiny work and projects</p> <p>To ensure the provision of comprehensive professional advice in relation to those functions contained in the Policy and Scrutiny team for all service areas of North Yorkshire Police and North Yorkshire Fire and Rescue Service.</p> <p>To represent and make decisions on behalf of the Commissioner in performance, scrutiny and standards matters as required and in other settings as necessary.</p> <p>To monitor individual budgets to reduce costs and enhance value in service delivery.</p> <p>To lead the continuous development of the Policy and Scrutiny operating environment and ensure it remains fit for purpose and is representative of the robust and comprehensive standards agenda required by the Commissioner.</p> <p>To continually promote engagement and awareness at management and operational levels, taking cognisance of external developments.</p> <p>To ensure effective systems of governance are in place to identify, mitigate, manage, accept risks associated with the delivery of the Police and Crime Plan and Fire and Rescue Plan.</p> <p>To manage the performance of teams.</p> <p>To develop and implement policies and procedures to ensure best practice and adherence to corporate and statutory governance.</p> <p>To prepare (and oversee preparation of) the Police and Crime Plan and Fire and Rescue Plan, annual reports, papers for associated governance meetings/boards and to present and be answerable for policy and scrutiny matters in connection with such papers.</p>
--	--

	<p>To attend and participate in such governance meetings/working groups as the Commissioner and CEO reasonably require.</p> <p>As lead policy and scrutiny advisor, to critically assess obstacles to performance as well as opportunities across the full range of functions within the organisation.</p> <p><i>You will be working in a public office, which means there is 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>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>
Essential Skills, Experience and Qualifications:	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Experience of performance management and performance scrutiny within a large and complex organisation • A proven track record of implementing and developing multiple work streams against well-defined delivery targets • Well-developed communication and interpersonal skills which can be adapted to all levels of the organisation • Proven line management experience • The ability to work on own initiative and self-motivate • High level analytical skills with the desire to ask difficult questions; be tenacious and recommend service improvements • Ability to work accurately under pressure to tight deadlines

Role Title : Policy & Scrutiny Manager
Date created : 24/02/2017
Date graded: N/A
Last updated : 06/08/2020

PPF Role Profile NYP PCC Policy & Scrutiny Manager