



MCA Transition Programme - Recruitment Pack

- OPFCC Project Manager
- OPFCC Business Analysts
- OPFCC Communications Officer

January 2022

Introduction

Message from the North Yorkshire Police, Fire and Crime Commissioner

Thank you for your interest in the Mayoral Combined Authority transition team roles within the Office of the Police, Fire and Crime Commissioner for North Yorkshire.

As Commissioner, I have been elected to do everything I can to keep people safe and feeling safe.

York and North Yorkshire need and deserve the very best leadership talent to deliver my Police and Crime Plan and my Fire and Rescue Plan. These initially transition focused roles within my Office form part of a programme of change activity to transfer Police, Fire and Crime functions and powers to the new Mayoral Combined Authority and are permanent, additional resources to ensure that the team can deliver the public's priorities.

My team does a huge amount of often hidden work, supporting victims, commissioning services providing vital support for the vulnerable, improving public confidence in policing and fire and better customer service outcomes – as well as delivering good governance. My team will continue to deliver the changes we need to protect every community now and for the years ahead.

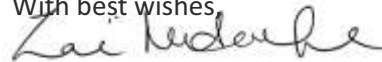
The past 18 months has seen significant changes for the team with three Commissioners and an Acting Commissioner. The years ahead will see more change with the recently signed devolution deal for York and

North Yorkshire, for which an eight week public consultation period closed on the 16th of December. When enacted, this will create a new Combined Authority across the area with a directly elected Mayor who will assume the current responsibilities of the Commissioner's Office, including the Fire and Rescue Authority.

Our ability to commission for positive outcomes will expand under the devolution model, so we will have to change and adapt to make the most of that opportunity - these senior roles within the transition team will be vital, so it is important for you to understand the challenges this transfer will bring, be confident in your ability to navigate them both personally and as a leader or team member, and see the opportunities it brings to further develop and enhance the service we offer protecting communities across York and North Yorkshire.

This is an exciting time and these are exciting roles as we develop a modern, proactive and respected organisation. Details about the roles and how to apply are in this pack, we actively encourage you to take up the opportunity to have an informal conversation with me or with my Chief Executive about the positions, please do get in touch.

With best wishes



Zoë Metcalfe

North Yorkshire Police, Fire and Crime Commissioner



Message from the Chief Executive & Monitoring Officer

I'm immensely proud of the work we do here in the Office of the Police, Fire and Crime Commissioner – and it's my privilege to lead a committed and talented team delivering for Commissioner Zoë and acting in the public interest.

Commissioner Zoë and I are delighted that you're interested in joining our high-performing team in one of our four new, permanent Mayoral Combined Authority transition project roles.

- The Project Manager will report to Jenni Newberry, our Assistant Commissioner and will be initially responsible for developing and delivering the Mayoral Combined Authority transition project for the Office of the Police, Fire & Crime Commissioner and the Fire & Rescue Authority. They will work collegiately with North Yorkshire Police, North Yorkshire Fire & Rescue Service and Enable North Yorkshire to ensure a smooth transition aligned to key deadlines surrounding the new Mayoral election (May 2024). After this initial period of dedicated focus, on a long-term basis the Project Manager will pick up key project activity within the Commissioner's Office.
- The two Business Analysts will report to the Project Manager and will be responsible for delivering key workstream activity to ensure MCA project milestones are met. After the initial period of dedicated focus on the MCA transition, on a long-term basis the Business Analysts will pick up key project activity within the Commissioner's Office.
- The Communications Officer will be line managed by the OPFCC's Communications & Engagement Manager but will have a dotted line into the Project Manager to ensure work on the MCA transition programme and the wider work of the OPFCC is fully joined up. The Communications Officer will be responsible for developing and delivering the communication workstream of the MCA transition project, led by the Project Manager and C&E Manager, working collegiately with communications leads for Police and Fire. After the initial period of dedicated focus on the MCA transition, on a long-term basis the Communications Officer will pick up key responsibilities within the Communications & Engagement Team.

All four roles will play key parts in delivering the Commissioner's MCA transition project, with the Project Manager part of our OPFCC Senior Management Team. After this initial period of dedicated focus, on a long-term basis, the four roles will deliver project and communications work to support the delivery of the Commissioner's statutory plans.

We're justifiably proud of our track record as an innovative, pathfinder organisation driving and embracing change. We have robust and effective relationships with North Yorkshire Police, North Yorkshire Fire & Rescue Service and with our unique enabling services partnership, Enable North Yorkshire.

We operate as a mature and effective family of organisations, focussed on what is best for our communities. You'll join us as we restructure and reform our team to strengthen leadership at every level – ensuring we deliver our plans and embrace the opportunities that devolution in York and North Yorkshire will bring.

As a team, we're committed to professional development, wellbeing, modern and flexible working practices and the very best of partnership working. As well as our local focus, we are active regionally and nationally – it is likely that all of our MCA transition project roles will have opportunities to lead and/or influence at these levels.

To thrive in these roles, you'll be a professional motivated by the chance to be a senior leader or committed team member in a small and vibrant public authority whose culture, commitment and focus aligns with our new Statement of Purpose – “Making a Positive Difference for the Public, Every Day”

If this sounds like you – please take a closer look at the roles, I highly recommend contacting me for an informal discussion about the opportunities.

Best wishes



Simon Dennis

Chief Executive & Monitoring Officer



About North Yorkshire and our family of organisations

North Yorkshire

North Yorkshire and the City of York make up one of England's largest rural fire service areas, covering almost 3,212 square miles. Stretching almost the breadth of the country from the Tees in the north to the Humber at its southern tip, it includes two National Parks and three Areas of Outstanding Natural Beauty making it a very attractive place to live, work and visit, though it does bring challenges associated with rurality and travel distances.

The population of 820,000 is spread across isolated rural and coastal hamlets and villages, market towns and larger urban areas such as York, Harrogate and Scarborough. There is also a significant military presence at the garrison at Catterick, and every year the area receives over 20 million visitors. York is a major university City, home to over 21,000 students from across the world.

The area holds over 800 tourist attractions, 12,000 listed buildings, and major national infrastructure such as Drax power station. It is bisected by the East Coast Mainline and the A1(M), with other major trunk roads including the M62, the A59, A64 and A66. Altogether it has over 6000 miles of road, the majority of which is a web of small rural roads.

Our communities are diverse, by geography and demography. Scarborough has some of the most deprived areas in the country, whilst Harrogate and

York have some of the least. Those settlements on our boundaries look outward to our neighbouring areas – to Leeds and Bradford, Doncaster, Hull, Lancaster, Darlington and Middlesbrough; our coastal communities look to the sea, while our rural communities are closely connected to the land. Our minority ethnic communities are small but focused, with strong links to communities in neighbouring areas.





North Yorkshire OPFCC

The OPFCC is a small, dynamic team that delivers a wide ranging and ambitious programme of work across policing, fire and rescue, criminal justice, victim and community safety matters in support of the Commissioner and the public of North Yorkshire. This includes research and policy innovation; public and partner engagement and communications; scrutiny, assurance and governance work; the delivery of the Commissioner's statutory functions; as well as having a dedicated commissioning team managing a portfolio of victim and perpetrator services.

The team maintains a presence locally, regionally and nationally working with members of the public, local authorities, regional partners and government departments as well as national Service and representative bodies. The OPFCC also triages and service recovers police and fire and rescue complaints, as well as handling a substantial amount of correspondence and case work from the public.

North Yorkshire Police

North Yorkshire Police serves one of the largest policing areas which is mainly rural with all the challenges of policing a dispersed, sparsely populated area. Conversely, the main population centres of York, Harrogate and Scarborough have vibrant night-time economies and largely urban patterns of policing demand.

North Yorkshire has a low number of recorded crimes, and currently has the lowest crime rate in England. In 2018/19, HMICFRS rated North Yorkshire Police as good at reducing crime, keeping people safe, operating efficiently and providing sustainable services to the public. North Yorkshire Police received a rating of "needs improvement" for legitimacy. Financially North Yorkshire Police is in a stable position, although efficiencies are necessary if the Force is to afford planned investments in the service over the next few years.



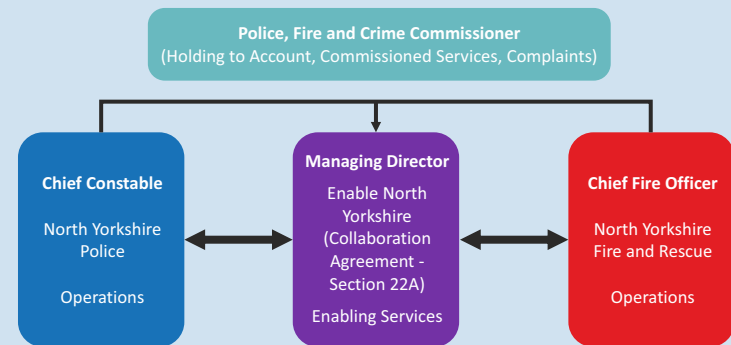
Our Statement of Purpose
Making a positive difference for the public. every day

Our Mission
Working to enhance public confidence, keep people safe & support victims in our communities

Outline organisational structure

The Chief Constable and Chief Fire Officer are jointly responsible for setting out the requirements of the collaboration and the services we need, delivered by the Managing Director. The Commissioner holds the Chief Constable and Chief Fire Officer to account for efficient and effective service delivery.

The outline organisational structure opposite shows what this looks like:





North Yorkshire Fire and Rescue Service

North Yorkshire Fire and Rescue Service is one of only four in the country governed by a Police, Fire and Crime Commissioner. Transfer of governance took place in November 2018 following the development of a full business case and public consultation by the OPFCC which can be found on the Commissioner's website.

The Commissioner's Fire and Rescue Plan sets ambitious priorities of transformation for the Service, aligned to the national fire reform programme, to make it fit for the future. To fulfil these principles, and further reduce the current and foreseeable fire and rescue related risks in North Yorkshire and the City of York, we are redesigning our service model to prioritise prevention and protection activity.

We have recently commenced a transformation programme to achieve this, including the design and delivery of a new Risk and Resource Model (RRM). This programme will realign our operational focus, redesign our on-call model, consider the capabilities and equipment we need to modernise, and ensure we are effective, efficient and aligned to current and emergent risk. We are currently consulting with staff and the public on our resource proposals at the end of May and implement a new RRM from September 2022.



Enable North Yorkshire

As part of the transfer of fire governance, the Commissioner set out plans to bring staff in enabling functions together as one team to provide services to police, fire and OPFCC to improve efficiency and affordability across the police and fire services in North Yorkshire.

Our finance, people, assets and ICT teams, as well as others, have come together as one team, under Enable North Yorkshire. Enable North Yorkshire went live from April 2019 based in the joint police and fire headquarters, with a mission to provide high quality, efficient business support services.

Enable North Yorkshire is headed up by a Managing Director, who is accountable to both the Chief Constable and the Chief Fire Officer for providing the services needed to support their respective operations.



Office of the Police, Fire and Crime Commissioner



Zoë Metcalfe
Police, Fire and Crime
Commissioner



Simon Dennis
Chief Executive and
Monitoring Officer



Michael Porter
Commissioner's Chief
Finance Officer

North Yorkshire Police



Lisa Winward
Chief Constable

North Yorkshire Fire and Rescue Service



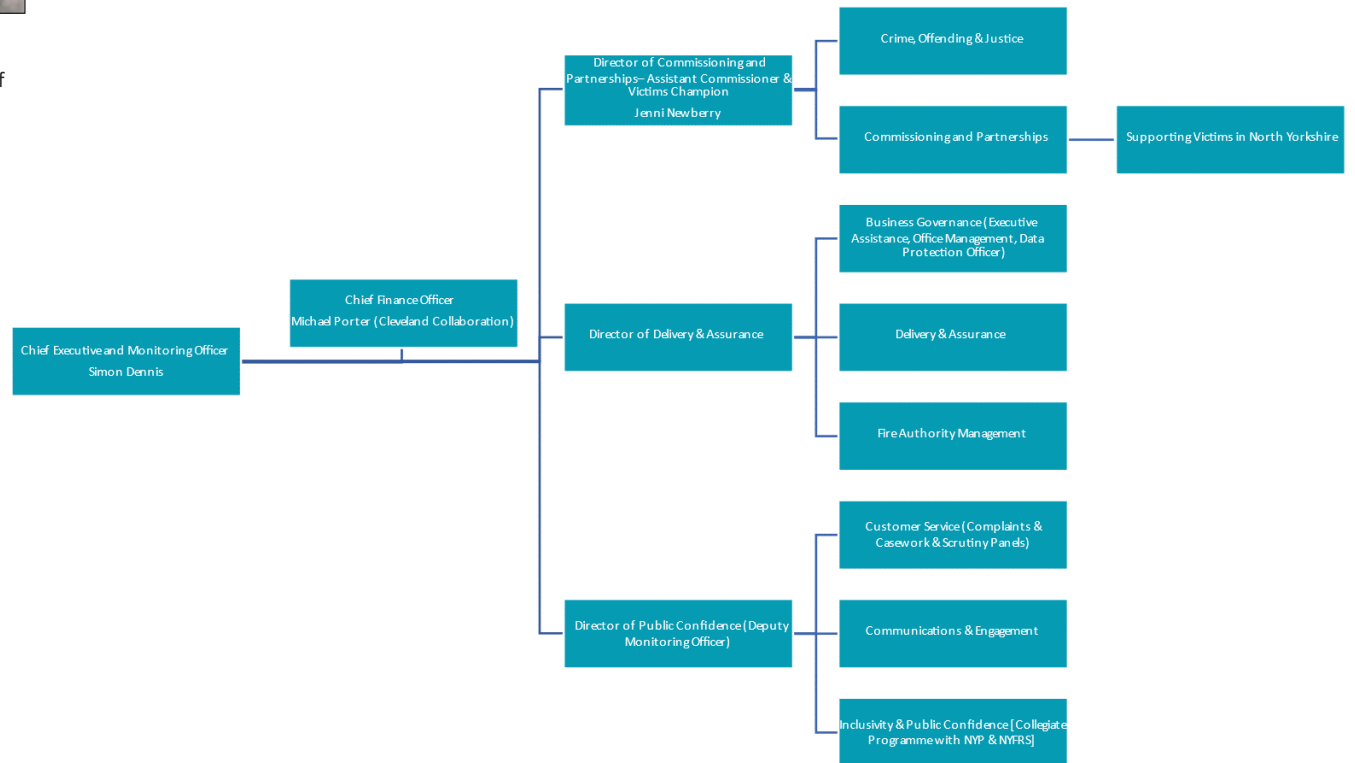
Jonathan Dyson
Chief Fire Officer

Enable North Yorkshire



Ray Ward
Managing Director

OPFCC Functional Structure



A proposed devolution deal for York and North Yorkshire

The proposed devolution arrangement for the people of York and North Yorkshire was announced on 1 August 2022.

Under the proposed deal, the region will gain local control of funding to spend on the things that matter to the people of York and North Yorkshire. This will include £540 million of new Government investment to spend on local priorities to produce growth, together with a range of devolved powers.

The proposed deal means that people who know and understand our area will take decisions across key areas, such as the economy, housing and regeneration, skills and transport, in and for York and North Yorkshire. This will bring greater benefits for our city, rural and coastal communities, improvements to people's quality of life and help to drive green economic growth for a carbon negative future.

This devolution deal is dependent upon establishing a Combined Authority for the area with an elected Mayor.

What is devolution?

Devolution is the transfer of money and functions from Whitehall and central Government to subregions, to enable decisions that are a priority locally to be made locally. A Mayoral Combined

Authority which will be led by a Mayor, who is elected to serve local people, can make these decisions.

The creation of a Combined Authority means that member councils can be more ambitious in their joint working and can take advantage of powers and resources devolved to them from national government.

What is happening?

The devolution process requires several steps, by law. Last summer (2022) the York and North Yorkshire constituent councils carefully considered the 'minded to' devolution deal.

This can be found here: [York and North Yorkshire devolution deal - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/york-and-north-yorkshire-devolution-deal)

In addition, a governance review was undertaken to consider options, which concluded that establishing a Mayoral Combined Authority model of governance for York and North Yorkshire would have a positive impact on the interests and identities of local communities, and support services being delivered efficiently and effectively.

The review also proposed that a document is published that sets out proposed role and functions of a Combined Authority. This is called a scheme. The scheme is a key part of the process required by law to make changes to current local governance arrangements. This scheme is subject to an eight-week public consultation across York and North Yorkshire. The consultation ran between 21st October and 16th December 2022.

Transfer of Police, Fire and Crime Commissioner functions and powers

The proposed devolution deal includes the transfer of Police, Fire and Crime Commissioner functions

and powers to the Mayor. This creates the scope to align police, fire and crime priorities with transport, housing, skills and employment and to improve outcomes for the public. Joining police and crime functions with oversight of other public services in the Mayoral Combined Authority would also promote further collaboration within the region.

The Mayor would become the elected local policing body and the fire and rescue authority. A Mayor exercising police, fire and crime functions will continue to provide a single, directly accountable individual who is responsible for securing efficient and effective police and fire and rescue services in North Yorkshire, in much the same way as the Police, Fire and Crime Commissioner does currently.

The Mayor's Police, Fire and Crime Commissioner functions would include:

- issuing a Police and Crime Plan and Fire and Rescue Plan
- setting the police and fire budgets including the council tax precept requirements
- appointing (and if necessary suspending or dismissing) the Chief Constable, Chief Fire Officer and Deputy Chief Fire Officer
- being the employer of all Fire and Rescue staff
- addressing complaints and compliments about policing and fire services
- providing and commissioning services for victims and vulnerable people
- working in partnership to ensure that the local criminal justice system is efficient and effective.

The Mayor will appoint a Deputy Mayor for Policing, Fire and Crime (who is not directly elected), to whom they may delegate functions.

Policing, fire and crime functions will be transferred from the existing North Yorkshire Police, Fire and Crime Commissioner to the Mayor. A Police, Fire and Crime Panel will scrutinise the actions and decisions of the Mayor and Deputy Mayor for Policing, Fire and Crime and support them in the effective exercise of their functions.

The four MCA transition team roles will initially be responsible for delivering the change work to enable the OPFCC and the OPFCC Fire & Rescue Authority to become part of the new Mayoral Combined Authority. In the longer term the four roles will deliver project and communications work to support the delivery of the Commissioner's statutory plans.

We highly encourage you to take up the opportunity to have a discussion with either the Commissioner or the Chief Executive about these exciting opportunities to become a permanent member of the team.

Timeline

- **Summer-Autumn 2020:** Councils agreed to adopt the Devolution 'Asks' and to proceed to the next stage.
- **December 2020:** Devolution 'Asks' submitted to Government.
- **February 2022:** Government 'Levelling Up White Paper' published with a commitment to negotiate a Mayoral Combined Authority Deal for York & North Yorkshire.
- **Summer 2022:** Proposed Devolution Deal.
- **Summer 2022:** Local Councillors review whether to proceed to a public consultation.
- **Autumn 2022:** Public Consultation.
- **Winter 2022:** Consultation responses analysed.
- **February 2023:** Full councils meet to consider consultation feedback and Councillors asked whether to progress the devolution deal.
- **Spring 2023:** Act of Parliament.
- **Autumn 2023:** New Combined Authority is formed.
- **Spring 2024:** Mayoral Elections.

Exemplary fire
and rescue
services helping
you to be safe
and feel safe in
North Yorkshire
and York

Caring
about the
vulnerable

Ambitious
Collaboration

Realising
our
potential

Enhancing
our service
for the public

Priorities

1. Actively engage with all communities to identify need and risk and to reassure

Outcome 1a: Public confidence and satisfaction in North Yorkshire Fire and Rescue Service has increased.

Outcome 1b: North Yorkshire Fire and Rescue Service has a holistic understanding of risk in our communities.

2. Work jointly as a trusted partner to prevent harm and damage, intervene early and solve problems

Outcome 2a: North Yorkshire Fire and Rescue Service is recognised as a leading partner in driving a whole-system approach to preventing vulnerability.

Outcome 2b: The prevention of vulnerability and fire protection services are the core elements of North Yorkshire Fire and Rescue Service's operating model.

3. Deliver the "Right People, Right Support" every time

Outcome 3a: North Yorkshire Fire and Rescue Service has resource and response models that maximise productivity in communities and the efficiency and effectiveness of the response to emergencies.

Outcome 3b: North Yorkshire Fire and Rescue Service has developed a blueprint for, and has begun implementing, a new on-call model.

4. Maximise efficiency to make the most effective use of all available resources

Outcome 4a: North Yorkshire Fire and Rescue Service is increasing its effectiveness and efficiency through transformation.

Outcome 4b: North Yorkshire Fire and Rescue Service has better data to understand and improve itself.

5. Enhance positive culture, openness, integrity and public trust

Outcome 5a: Public trust in North Yorkshire Fire and Rescue Service is maintained.

Outcome 5b: : Inclusivity, diversity and equality are at the heart of North Yorkshire Fire and Rescue Service's organisational culture and service delivery.

Outcome 5c: North Yorkshire Fire and Rescue Service is an employer of choice with a clear people focus that develops leadership, integrity and inclusivity.

Fire
business
delivery
plan

OPFCC
business
delivery
plan

Plan on a Page

Exemplary
policing
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you
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and York

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Enhancing
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Priorities

1. Actively engage with all communities to identify need and risk and to reassure

Outcome 1a: Public trust, confidence and satisfaction in North Yorkshire Police services, and in reporting crime and incidents, has increased.

Outcome 1b: North Yorkshire Police have a holistic understanding of need in all our communities.

2. Work jointly as a trusted partner to prevent harm and damage, intervene early and solve problems

Outcome 2a: North Yorkshire Police is a trusted and trusting partner, helping to drive a whole-system approach to improving outcomes.

Outcome 2b: Primary prevention and early intervention is embedded in the culture of North Yorkshire Police as the way of working across everything they do.

Outcome 2c: North Yorkshire Police Officers, PCSOs and PSOs have confidence in their capability to problem solve effectively.

3. Deliver the “Right People, Right Support” every time

Outcome 3a: North Yorkshire Police have the appropriate resources in the appropriate places to serve the needs of the public.

Outcome 3b: Vulnerable people and victims receive the most appropriate care according to their need.

4. Maximise efficiency to make the most effective use of all available resources

Outcome 4a: North Yorkshire Police is outstandingly effective and efficient.

Outcome 4b: North Yorkshire Police provides increasingly integrated services, improving the efficiency of the systems of which it is part.

5. Enhance positive culture, openness, integrity and public trust

Outcome 5a: The public trust and have confidence in the integrity of North Yorkshire Police as an organisation and in its officers and staff.

Outcome 5b: Inclusivity, diversity and equality are at the heart of North Yorkshire Police's organisational culture and service delivery.

Outcome 5c: North Yorkshire Police is an employer of choice with a clear focus on people that develops leadership, integrity and inclusivity.

Policing
business
delivery
plan

OPFCC
business
delivery
plan

Assurance Model



C A R E

North Yorkshire Police

North Yorkshire Fire & Rescue Service

Actively engage with all communities to identify need and risk and to reassure

Work jointly as a trusted partner to prevent harm and damage, intervene early and solve problems

Deliver the "Right People, Right Support" every time

Maximise efficiency to make the most effective use of all available resources

Enhance positive culture, openness, integrity and public trust

NYP: Quarterly Assurance – Executive Board

OPFCC Delivery Plan

NYFRS: Quarterly Assurance – Executive Board

Actively engage with all communities to identify need and risk and to reassure

Work jointly as a trusted partner to prevent harm and damage, intervene early and solve problems

Deliver the "Right People, Right Support" every time

Maximise efficiency to make the most effective use of all available resources

Enhance positive culture, openness, integrity and public trust

Monthly Public Accountability Meeting

Job Role and Application Process

Location: Harrogate and agile working

Salary: Dependant on role, please see next section. Permanent, full time

As part of the York and North Yorkshire proposed devolution deal the Office of the Police, Fire & Crime Commissioner and OPFCC Fire & Rescue Authority will transition to a Mayoral Combined Authority. In order to initially enable this transition project we have established four, permanent, immensely exciting roles within in our high-performing team:

- A Project Manager;
- Two Business Analysts; and
- A Communications Officer

All four roles will initially play key parts in delivering the Commissioner's

MCA transition project, with the Project Manager leading as part of our OPFCC Senior Management Team. After this initial period of dedicated focus, on a long-term basis the four roles will lead on project and communications work to support the delivery of the Commissioner's statutory plans

Eligibility

Applicants should be educated to degree level or equivalent qualification or possess significant demonstrable experience commensurate with the role.

Please review individual role profiles for details on eligibility.

Application

Closing date for applications is 9am, Monday 23rd January 2023. Please complete an online application by clicking [here](#).

For an informal conversation about either role please contact PFCC Executive Support on PFCCexecutivesupport@northyorkshire-pfcc.gov.uk

Selection Process

Competency based assessments will take place w/c 30th January 2023 at the OPFCC Harrogate Office.

Appointment

Appointments will be made on a conditional basis subject to satisfactory clearances, including references and vetting.

Candidate timeline

MAKING YOUR APPLICATION

The application form is online [here](#)

ADVERT PUBLISHED

Monday 9th January 2023

CLOSING DATE

Application closing date:
9am Monday 23rd January

23

INTERVIEWS

Week commencing 30th January at the OPFCC Harrogate Office.

All applicants will be notified of decision within one week of the interview.

Role Profile

Job Title:	Project Manager
Grade:	PO 9-12, Salary: £43,254 to £46,437 (pay award pending)
Reporting to:	Director of Commissioning & Partnerships
Location:	OPFCC Harrogate

The Project Manager will focus on delivering an expert and professional service on the full range of Police, Fire & Crime Commissioner portfolio and programme management matters, ensuring regulatory and legal compliance for the delivery of our services with measurable outcomes. The Project Manager is crucial in ensuring that our services are timely, credible and measurable.

The Role

As a Project Manager you will be an integral part of the Commissioner's Senior Management Team responsible for effectively planning, managing and delivering projects and change initiatives that support the organisational priorities to maximise return on investment and/or performance improvement within the constraints of time, finance and risk. You will deliver excellent customer service and demonstrate real value to front line services through ensuring results that are capable of achieving the benefits defined in the business case.

You will deliver an expert and professional service on the full range of portfolio programme management matters, ensuring regulatory and legal compliance in the delivery of our services with

measurable outcomes in line with corporate governance, policies, procedures and processes.

Within the Commissioner's Office and with wider stakeholders, you will ensure the delivery of a high performing service that is timely, credible and measurable.

You will drive a positive and inclusive team culture aligned to exemplify 'one unified professional service' offering. In keeping with the vision of 'one unified professional service' you will play a leading role in the continuous improvement and implementation of a portfolio and programme management model.

Special conditions

- Standard Office Hours
- Please note this is a politically restricted role
- Security vetting procedures for the post (MV)
- Medical clearance procedures for the post (standard)
- The post occasionally involves work outside normal working hours
- Occasional requirement to work in different locations
- Need to attend external meetings/conferences/workshops as required

Main Responsibilities

Apply professional project management methodology to manage and ensure successful delivery of projects that deliver the capabilities required for the business to achieve the business case benefits.

Work to provide stakeholders with insight on benefits management of projects to ensure that these will provide best value and support strategic direction.

Responsible for producing project plans and documentation to identify acceptance criteria, track risks and issues and oversee production of detailed design/implementation and test documents.

To work in partnership with the business to ensure that implementation is effectively planned and prepared for by supporting the creation and handover of the transition plan to BAU.

Responsible for driving and managing the scope, cost, resource, communication, risk, procurement and quality management of the project and minimising any adverse impact to the business operation by careful and effective planning and engagement.

Responsible for troubleshooting and pragmatic problem solving in a highly customer focused service environment.

Produce, manage and reconcile project budgets in accordance with agreed reporting arrangements.

Produce and manage the project risk register in line with corporate standards for Risk Management to ensure the project is prepared for events that will adversely impact delivery, escalating where required to the Executive Management Team.

Work with the Business Analysts to ensure that effective business solutions are developed and tested to maximise the opportunities for delivery of business benefits.

Conduct peer reviews and quality reviews of projects, reporting outcomes and providing recommendations that will support the strategies and best meet the needs of the service.

Produce monthly reporting to relevant project governance as required, to reflect progress to deadlines and probabilities in delivering agreed capabilities within the constraints of time, budget and management of risk.

Lead and manage one or more project team(s); motivating staff and appraising individual performance while holding people accountable across the business for their commitments.

Responsible for the management and leadership of Business Analysts providing expert, timely, risk weighted, analytical advice and solutions on the full range of subject matters.

Proactive and where required targeted stakeholder management to ensure that all related internal and external parties are identified, engaged and working effectively to achieve the overall project aims. This includes the following core groups:

Executive Management Team and Senior Management Team

Other key partners and Local, Regional and National agencies

Partners and Colleagues across the services.

Provide consultancy and advice, both personally and through the resources within the team, to all areas of the business to ensure the services are delivered in accordance with policy, required governance and controls, and maximising self-service opportunities (including training / development / coaching / mentoring services) to guide their decision making. Ensure this is embedded as an inherent method of portfolio and programme management service delivery.

Collaborate with Business Analysts to understand upcoming projects and interdependencies of in-flight projects.

Manage change control within project, identifying tolerances and escalating to relevant project governance as required.

Managing the portfolio of own skills in order to identify gaps in capability and knowledge that may impact on the ability to meet the demands of the business and highlight these to line management.

Embed a commissioned, service-user centric, delivery model for portfolio and programme management, ensure the service catalogue and processes are clearly understood by all colleagues as a standard of performance measurement. Promote and embed a culture of knowledge sharing.

Essential

- Qualified in or working towards Project Management related methodology e.g. PRINCE2 or have proven Project Management experience of large scale, multiple and complex projects and a record of delivering to specified targets and objectives.
- Detailed understanding and/or have experience of benefits identification and management throughout projects.
- A problem solver with the ability to understand and interpret complex verbal and written information in a customer focused service environment.
- Experience of leading a multidisciplinary team, including demonstrable experience of coaching and staff development to maximise potential.
- Good commercial acumen and a strategic approach with strong planning and organising skills.
- Highly developed networking, communication, influencing and facilitation skills.
- Strong ability to form effective working relationships at all levels
- Able to influence a range of internal and external stakeholders.
- Credibility as a leader in change management will be critical to success in this role. Ability to demonstrate how strong professional knowledge and insight are combined in order to engage colleagues and clients through change.

Desirable

- Coaching/ Mentoring qualification/ experience
- ITIL framework qualification or demonstrate equivalent delivery experience within in an ITIL environment
- Previous experience in a variety of working sectors e.g. public, private, charity, etc.

Role Profile

Job Title:	OPFCC Business Analyst
Grade:	PO6-9, Salary: £39,942 - £43,254 (pay award pending)
Reporting to:	OPFCC Project Manager
Location:	OPFCC Harrogate

The Project Manager will focus on delivering an expert and professional service on the full range of portfolio and programme management matters, ensuring regulatory and legal compliance for the delivery of our services with measurable outcomes. The Business Analyst is crucial in ensuring that our services are timely, credible and measurable.

The Role

As a Business Analyst you will be an integral part of the team responsible for supporting business leads through the provision of business analysis and quality assurance activities, ensuring services are delivered in an efficient and effective manner and align to the organisational priorities of the OPFCC, NYFRS and NYP. You will deliver excellent customer service and demonstrate real value to front line services through data and results.

You will deliver an expert and professional service, influencing senior management in accepting the change brought about through the delivery of programmes, projects and initiatives.

You will ensure regulatory and legal compliance in the delivery of our services with measurable outcomes in line with corporate governance, following policies, procedures and processes.

You will drive a positive and inclusive team culture. You will play a leading role in continuous improvement.

Key Responsibilities

- Provide expert, timely, risk weighted, analytical advice and guidance in the development of new business process models, functional specifications and supporting documentation to support projects and programme's decision making.
- Provide business analysis support to functions, work with project owners to coordinate cross-functional input and support with initial shaping, sizing and feasibility.
- Identify options for driving improvement and providing return on investment including cost/benefit analysis, ensuring future solutions deliver efficient and effective services and comply with EU/UK legislation, policies, procedures and statutory guidance.
- Problem solve to find solutions to varied and complex business issues when implementing change, facilitate information gathering workshops as required.
- Act as decision point for whether a change initiative should be progressed through the change governance arrangements.
- Undertake research that evidences the success or failure of project implementation to support decision making and allow consideration to be taken of lessons learned.
- Build strong relationships with functional areas and provide a central point of contact and communication between functions.
- Collaborate as part of a network with BAs and representatives from other functions to understand ongoing activities/future initiatives (i.e. local/regional/national level) and highlight relevant interdependencies, risks and issues and remove potential duplication of pipeline projects.
- Lead on the quality assurance in relation to customer requirements and interdependencies to ensure these remain focused on achieving business benefits through improved service delivery whilst remaining compliant with legislation, policy, procedures and statutory guidance.
- Lead on the quality assurance of analytical services through peer reviews including, business needs analysis, gap analysis, cost/benefit analysis, requirements capture and process re-engineering.

- Provide an explanation of technical concepts to a non-technical audience and vice versa.
- Ensure all change initiatives across the organisations are progressed in adherence to minimum analytical and where appropriate, testing standards to maximise opportunities for return on investment and minimising adverse implications to performance.
- Work with the Project Manager to ensure that efficient, effective and compliant business solutions are developed and tested to maximise the opportunities for delivery of business benefits. Support acceptance testing of all elements of business change to provide reassurance before implementation.
- Provide professional advice and consultancy to ensure that the products delivered are in accordance with legislation, organisational and national policy, required governance and controls, and maximising customer self-sufficiency where possible.
- Managing the portfolio of own skills in order to identify gaps in capability and knowledge that may impact on the ability to meet the demands of the business and highlight these to line management.
- Embed a service-user centric, delivery model for Business Analysis, ensure processes are clearly understood by all colleagues as a standard of performance measurement. Promote and embed a culture of knowledge sharing.

Requirements

To succeed in this role you will either be qualified at a degree level (relevant modules from similar qualifications is also appropriate) or have proven analytical experience of medium-to-large scale, multiple & complex projects and programmes and/or utilisation of a range of strategic/demand modelling techniques which can be from a variety of working sectors e.g. public, private, charity, etc.

You will have a detailed understanding of business benefits including how these are identified and measured.

You will have experience of test management for a range of technology and/or business changes and be able to analyse issues from both a technical and/or a business point of view.

You will be a problem solver with demonstrable experience of process improvement e.g. Lean/Strategic Analysis in a customer focused service environment.

With excellent written and verbal communication, influencing and facilitation skills, you will have real strength in your ability to form effective working relationships at all levels, and the ability to influence a range of internal and external stakeholders.

Desirable qualifications and experience include:

- Knowledge/practice of project methodology e.g. PRINCE 2/Agile.

Role Profile

Job Title:	OPFCC Communications Officer
Grade:	PO1-4, Salary: £35,223 - £37,953 (pay award pending)
Reporting to:	OPFCC Communications & Engagement Manager
Location:	OPFCC Harrogate

Reporting to the Communications & Engagement Manager, responsibilities will include multi-channel copywriting, social media and website management, media liaison, implementation of communications strategy under the guidance and direction of the Manager, as well as analysis of impact of communications and engagement activity.

You will need to be innovative, experienced and happy to work in a fast-paced, dynamic environment to develop and deliver the local link between communities, the media and the office.

The purpose of the Office of the Police, Fire and Crime Commissioner's Communications and Engagement team is to use all relevant marketing and communications channels to ensure the public, stakeholders and organisations across North Yorkshire and York are aware, engaged with and understand the work of the Commissioner and their Police and Crime Plan. As well as this role and the Communications & Engagement Manager, the team is made up of a Community Engagement Officer.

Special Conditions

Security vetting procedures for the post (RV)

Medical requirements for the role (standard)

Regular requirement to work in different locations

Requirement to undertake refresher training as and when required

Need to attend external meetings/conferences/workshops as required

Politically restricted role.

Key Responsibilities

To play an important role in communicating the work of the Police, Fire and Crime Commissioner and their Office, and work as part of the Communications & Engagement team to best provide the following:

- Implement & execute communications plans – Under the guidance of the manager, implement and execute the communications strategy.
- Media liaison - Respond to on-the-day press enquiries, including occasionally responding to out-of-hours requests as necessary. Liaising with North Yorkshire Police and North Yorkshire Fire & Rescue media colleagues where necessary. Dealing with questions and requests efficiently and professionally.
- Copywriting – Write accurate and effective copy in plain English to be used for different audiences and different channels, including press releases, statements, briefings, updates for stakeholders under supervision from others within the Office of the Police, Fire and Crime Commissioner.
- Identifying external opportunities – Work with other senior staff and advisors in the OPFCC, Commissioning and Partnerships team, and across the service, to support the Commissioner in their national roles and monitor national and local news to proactively identify stories and issues on which they may wish to comment.
- Internal communications – Ensure that all members of the OPFCC are aware of communications activity, have an opportunity to input and share their views and take these into account within the communications strategy. Ensure key messages are consistently being used by the team and shared with other stakeholders and the wider public.
- Digital communications – Update the website and social media channels in a timely and engaging manner both to ensure positive communications with the public and the fulfilment of statutory responsibilities.
- Analysis of impact – Produce media coverage and digital communications evaluation reports using existing templates and with senior support.

Please note this is a politically restricted role

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.

Essential

- This is a communications role, so the post-holder is expected to have a very high standard of written English, including an appropriate appreciation of tone and language style
- Skills in forming constructive working relationships with colleagues at all levels
- Ability to use negotiating and persuasion skills to resolve issues
- Ability to work with detailed information and produce accurate and well-presented documents/reports
- Ability to work to tight deadlines and juggle competing priorities
- Excellent organisation and administrative skills
- Professional, diplomatic manner and customer-service focus

Desirable:

- An up-to-date knowledge of best practice in communications and engagement from across different sectors and areas.
- Practical hands-on knowledge of applying media law.
- Knowledge of website content management systems and social media scheduling and engagement services.
- Experience of the public sector service environment.



Useful Links

North Yorkshire Police, Fire and Crime Commissioner website:

northyorkshire-pfcc.gov.uk

North Yorkshire Fire and Rescue website:

northyorksfire.gov.uk

North Yorkshire Police website:

northyorkshire.police.uk

Further background reading:

- [Police and Crime Plan](#)
- [Fire and Rescue Plan](#)
- [VAWG Strategy](#)



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