

The Job Title – Senior Policy Officer

The Salary and Rewards – This is Band C role

Your contribution to the OPCC will be;

To provide and develop an efficient and effective range of policy support services and resilience to the Chief Executive and leadership team where appropriate, within specified timescales and to a high standard.

Your business as usual will include;

- Undertaking report writing for the Chief Executive including progress reports for bodies such as the Police & Crime Panel, TULO (Trade Union Liaison Organisation)
- Providing appropriate support to the Chief Executive to ensure OPCC compliance with Health and Safety requirements and that high standards for the wider team are maintained
- Providing secretariat support for existing and emerging business areas, including
 - minute taking
 - creation and dissemination of reports and briefing documents
 - tasking and management of actions
 - maintaining accurate and confidential HR records
- Reporting information from Pentana to ensure regular measurement of progress against the Annual Activity Plan and Business as Usual Plan.
- Create concise and focused briefing documents for the Chief Executive and Leadership Team on areas of emerging policy
- Supporting the collation of information and drafting of the Annual Delivery Plan and Annual Report for the OPCC
- Providing a research capability to identify potential options or solutions to issues as directed by the Chief Executive, ensuring that key areas of risk are identified
- Proactively seeking and highlighting opportunities through ongoing horizon scanning for sector specific issues requiring consideration by the Chief Executive

Decision Making	Leadership	Managing Risk
Has restricted financial authority for specific delegated areas of work. Will be required to make operational decisions in the interests of achieving progress against the OPCC Delivery Plan and Police and Crime Plan. May be asked to conduct work delegated directly or on behalf of the PCC / CEO.	Will engage and work in partnership with a broad range of external and internal partners and stakeholders at a range of levels.	Will identify risks and make suggestions around how to mitigate and manage them.

How you Fit

You will be managed by our Head of Assurance and Statutory Duties who will provide you with both challenge and support in your role with us. (Please see the diagram below of our structure)

Our Values

We are passionate about our values and you will be too.

We have a simple ‘ABC’ approach to our values - Ambition, Brave, Compassion and Connecting that is grounded in deep levels of Trust.

We thought really carefully about our values and they are everyone’s to own. So we hope and expect that you will strive to do great things with your colleagues, enjoy your work, make us proud and play/work with integrity at all times.



Ambition	You will demonstrate a commitment to the highest standards, best outcomes and continuous improvement for all areas of your work and the work of the OPCC.
Brave	You will not be afraid to raise your views to our strategic leaders and challenge where you feel we can be better individually or as a team. You will try new approaches to try and create efficiencies.
Compassion	We will be a people person and understanding of the needs of others. You will support and provide help to your team and consider the public in all you do.
Connecting	You will seek out opportunities to connect pieces of work, people, partners where you see the potential of better working together. You will embrace collaboration where it is in the interests of the public.
Trust	You will always conduct yourself in a way that allows your team, partners and the public to trust you and demonstrate that you trust them. You will challenge where you see potential breaches in trust.

You Will Have;

- Excellent verbal and written communication skills
- Ability to engage with stakeholders at all levels
- Ability to manage a large and diverse portfolio of work with competing deadlines
- Demonstrable experience in understanding complex documentation and producing summary briefing papers with key information of relevance
- Report writing skills
- Proof reading skills, attention to detail
- Ability to identify key risks and suggest mitigating action

Job Description

- Competence in using various IT platforms
- Research skills
- Experience in project management
- Confidence in accessing and using social media platforms such as Twitter
- A positive 'can do' attitude and work at pace
- A passion for our communities across Humberside

You May Have;

- Track record / experience and or a degree or qualification that demonstrates your ability to operate at a level to support strategic leaders of the OPCC.
- Technical skills in Data Analysis
- Health and Safety knowledge and experience
- Track record of maintaining systems and databases and keeping information up to date – information management
- Experience of working in a community safety / criminal justice setting
- Experience of working within statutory frameworks



Our Organisation – Our People

