



NOTTINGHAMSHIRE
POLICE & CRIME
COMMISSIONER

Office of Police and Crime Commissioner for Nottinghamshire

Job Description/ Person Specification

Commissioning and Contracts Programme Manager

Service Unit	Office of the Police & Crime Commissioner (OPCC)
Team	OPCC
Responsible to	Head of Commissioning and Partnerships
Scale and Salary Range	M2 - £46,674 - £51,252
Vetting Status	Management Vetting
Politically Restricted	Yes
CVF Level	CVF Level 2

Job Context

The Police and Crime Commissioner (PCC) appoints statutory and non-statutory officers to the Office of the Police and Crime Commissioner (OPCC) to ensure that the powers and duties of the PCC are carried out efficiently and effectively. Alongside the PCC, the OPCC ensures that the Commissioner’s strategic programme for policing and crime is carried into effect – providing, commissioning and overseeing services which meet the objectives, priorities and outcomes set out in the Police and Crime Plan.

In Nottinghamshire, the PCC is also responsible for a Violence Reduction Partnership (VRP), which is overseen by a Strategic Partnership Board, chaired by the PCC. The VRP is a partnership that brings together specialists from Local Government, Health Education, Policing and Criminal Justice to work with communities and the third sector to reduce serious violence and tackle its underlying causes.

The OPCC ensures that the PCC has full executive and professional support in carrying out their duties and responsibilities comprehensively and lawfully. OPCC staff report are the responsibility of the Chief Executive as Head of Paid Service. In addition to providing and supporting the roles of Monitoring Officer and Chief Finance Officer, the OPCC undertakes a wide range of functions of the PCC via a scheme of delegated powers, supporting and as necessary representing the PCC in carrying out all aspects of her or his public, service provision, scrutiny and governance roles.

Job Purpose

The Commissioning Programmes Manager is responsible for, on behalf of the Head of Commissioning, the successful delivery of the PCC’s commissioning programme. This will involve the whole of the proposed change, co-ordination of the programme's projects and management of their inter-dependencies behalf of the Office of the Police and Crime Commissioner.

Principal Duties and Responsibilities

1. Lead the operational commissioning of a range of community safety and victim support services within the PCC’s annual commissioning budget of up to £14m to help meet the PCC’s strategic objectives as set out in Commissioning Strategy, and including leading activity across all elements of the commissioning cycle, including but not limited to needs assessment, service design, tender development and contract and performance management.



2. Lead the voluntary sector grants programme, ensuring a fair and transparent application and evaluation process to enable the PCC's goals to be delivered
3. Provide effective co-ordination and operational oversight of all OPCC and VRP commissioning initiatives and management of their inter-dependencies including providing tactical support to ensure all PCC funded activity is delivered in compliance with Financial Regulations and funders' requirements, overseeing and managing any risks and issues arising, developing and defining detailed commissioning plans to support the delivery and successful implementation of initiatives and developing and implementing commissioning and contracting policies and processes to enable effective practice, value for money and robust audit trails are in place.
4. Proactively manage commissioning activity to ensure effective performance management of PCC contracts, considering delivery of outcomes and value for money and leading contract review meetings, agreeing and monitoring KPIs, overseeing contract spend and identifying and managing any under-performance through performance plans.
5. Work with Finance and other OPCC staff to develop and monitor project budgets and ensure reliable financial monitoring information is held and a clear audit trail is in place. Report financial spend to external funders.
6. Work with the OPCC Insight Manager to develop, implement and operate a performance framework to enable timely reliable transparent performance monitoring and reporting to the PCC, stakeholders and external funders including Central Government.
7. Lead quality assurance activity to ensure that commissioned initiatives are safe, effective and efficient.
8. Provide leadership and day to day management of a small team of Commissioning Officers including regular supervision and appraisal and setting work priorities and objectives.
9. Build and develop strong relationships with key individuals within the force, OPCC, partner organisations, providers and funder to ensure commissioned initiatives are successfully delivered.
10. Liaise with Procurement and East Midlands Legal Services to ensure proper acquisition of goods and services in accordance with Finance Regulations, and to ensure proper contractual development/negotiation.
11. Assist the Head of Commissioning to develop detailed business and funding bids for external funding that clearly define project scopes, aim objectives, outcomes and key deliverables.
12. To deputise for the Head of Commissioning and Partnerships where necessary
13. Work flexibly in the evening and at weekends to meet the needs of the OPCC, including attendance and participation at community engagement events and public meetings on behalf of the OPCC.
14. To be responsible for personal and corporate development by identifying opportunities for continuous improvement, developing innovations and business case proposals to ensure you are supporting both your own career needs and the professional development and evolution of the OPCC.

Additional duties may be agreed on an individual basis and recorded in the Performance Development Review

Note

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

With the exception of any Deputy appointed by a PCC, staff within an OPCC must not undertake political work but are required to operate in a way which is sensitive to and fully informed by the local, regional and national policy context in which the PCC's policing, community safety, public protection and criminal justice responsibilities operate. The post holder will be in a politically restricted post under the Local Government and Housing Act 1989.



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The OPCC is required to undertake its role in a way which is agile and responsive to the public interest, to the direct accountability of the PCC to the public as well as to the supportive oversight and scrutiny of the Police & Crime Panel and independent audit committee arrangements. Alongside the PCC, the OPCC undertakes its roles by direct engagement with police and public, private and third sector partner agencies at all levels, with local and national government and with the public.

Due to the nature of the role the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy, and OPCC priorities

The areas of work are determined by the priorities set by the Police and Crime Commissioner; as such the portfolio areas may be amended or refocused to align to these priorities

All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all.

Hierarchy of responsibility

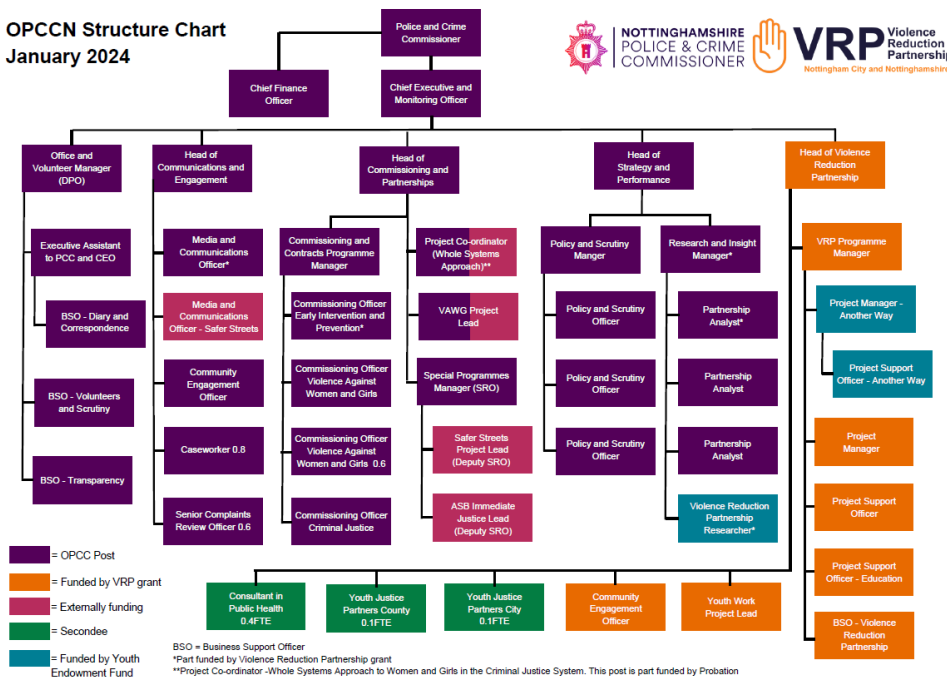
Financial: oversight of budgets up to £13m pa

Staffing: 4 staff

Autonomy: Works unsupervised but follows direction from Head of Commissioning. Has some accountability for day-to-day decision making related to commissioned services. Required to make recommendations to Head of Commissioning, PCC, CEO and CFO.

Impact: moderate internal and external impact – responsible for day-to-day liaison with key local partners, including Nottinghamshire Police, local authorities, third sector and representative community groups, and health services. May occasionally lead on regional and national liaison and direct reporting to government departments in absence of Head of Commissioning.

**OPCCN Structure Chart
January 2024**





Person Specification

Essential knowledge, skills, and experience (E)

Desirable knowledge, skills, and experience (D)

Knowledge and Qualifications

- Educated to degree level or equivalent
- Knowledge of relevant regulations, legislation and practice that influence procurement of commissioned community safety and victim support services.
- Good knowledge of the community safety agenda and issues which are relevant to Police and Crime Commissioners, Community Safety, Policing and Criminal Justice.
- Knowledge of project management and associated financial activity including developing and monitoring project budgets
- Knowledge of equalities legislation, impact assessments and relevance to community stability and cohesion.
- Knowledge of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).
- Strong evidence of Continuous Professional Development relating to commissioning.

- Project Management qualification.
- Commissioning qualification
- Knowledge of third sector and community group infrastructure and support requirements

Experience

- At least three years' experience of managing complex commissioning activity through all elements of the commissioning cycle plus at least one year's experience of leading commissioning activity
- Proven experience of working with, negotiating, and influencing strategic stakeholders at local level
- Experience of shaping and managing programme delivery
- Experience of overseeing effective delivery of time limited, high impact interdependent initiatives
- Experience of using data and needs analysis to make evidence-based decisions
- Experience of working in a community safety, criminal justice, social care or health care setting
- Experience of management, supervision and directing the work of others.

- Experience of working within politically sensitive environment.
- Experience of working regularly with local partners who play a pivotal role in community stability and cohesion.
- Experience of programme and performance reporting
- Resolving sensitive people / customer / management challenges.



- Experience of managing complex relationships, and interdependent programmes.
- Experience of formulating strategies for effective service delivery.
- Experience of developing and managing performance.
- Experience of risk and issues management.
- Experience of providing accountability reports to governance groups.
- Experience of handling sensitive information
- Experience of inputting to strategic meetings and influencing partners to support programme objectives.

Skills and Abilities

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|---|---|
| <ul style="list-style-type: none">• Ability to apply knowledge and experience to assess funding proposals to determine if they will meet the PCC's objectives and judge if they may legitimately be funded• Ability to analyse complex performance information, identifying key strengths and weaknesses and make recommendations for improvements to the PCC• Proven ability to challenge and negotiate with Heads of Service and Directors of providers' services when required in order to improve contract performance, including in sensitive environments• Ability to research and report clearly on key policy and performance information relating to specific commissioning activity and services.• Excellent written and verbal communication skills, able to write and present clear reports, summarising detailed and complex performance and other information into succinct summaries for high level stakeholders which are tailored for different audiences.• Excellent communication and writing skills• High level of integrity, discretion, and confidentiality.• Good analytical skills and ability to summarise complex issues.• Decision making supported by ethical and evidence-based rationale. | <ul style="list-style-type: none">• Ability to identify and mitigate organisational risk in relation to time limited activities |
|---|---|



- Ability to plan and prioritise resources effectively in order to meet deadlines and deliver a good service.
- Actively seeks to find solutions to problems.
- Ability to manage own workload and delegate tasks.
- Able to work collegiately as part of a team.
- Able to work at pace, be resilient and professional while under pressure.
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Other

- Highest standards of integrity and probity.
- Ability to manage multiple tasks, competing priorities and project conflict.
- Service user/customer focused approach.
- Ability to travel to different locations across the Force area.
- To comply with and promote the organisations Equal Opportunities Policy.

All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.

Version Control

Reason for Version Change

Version date

Role review

January 2024



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Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager

Competency	Level 2 – Middle Manager
Emotionally aware	<ul style="list-style-type: none"> • I consider the perspectives of people from a wide range of backgrounds before taking action. • I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. • I promote a culture that values diversity and encourages challenge. • I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. • I take responsibility for helping to ensure the emotional wellbeing of those in my teams. • I take the responsibility to deal with any inappropriate behaviours.
Taking ownership	<ul style="list-style-type: none"> • I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. • I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. • I am accountable for the decisions my team make and the activities within our teams. • I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. • I actively encourage and support learning within my teams and colleagues.
Collaborative	<ul style="list-style-type: none"> • I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. • I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. • I understand the local partnership context, helping me to use a range of tailored steps to build support. • I work with our partners to decide who is best placed to take the lead on initiatives. • I try to anticipate our partners' needs and take action to address these. • I do not make assumptions. I check that our partners are getting what they need from the police service. • I build commitment from others (including the public) to work together to deliver agreed outcomes.
Deliver, support and inspire	<ul style="list-style-type: none"> • I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. • I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. • I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. • I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. • I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.



	<ul style="list-style-type: none">• I motivate and inspire others to achieve their best.
Analyse critically	<ul style="list-style-type: none">• I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.• I think about different perspectives and motivations when reviewing information and how this may influence key points.• I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.• I understand when to balance decisive action with due consideration.• I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.• I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.• I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.
Innovative and open-minded	<ul style="list-style-type: none">• I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.• I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.• I am flexible in my approach, changing my plans to make sure that I have the best impact.• I encourage others to be creative and take appropriate risks.• I share my explorations and understanding of the wider internal and external environment.

Values	All Levels
Integrity	<ul style="list-style-type: none">• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public• I demonstrate courage in doing the right thing, even in challenging situations• I enhance the reputation of my organisation and the wider police service through my actions and behaviours• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations• I am open and responsive to challenge about my actions and words• I declare any conflicts of interest at the earliest opportunity• I am respectful of the authority and influence my position gives me• I use resources effectively and efficiently and not for personal benefit



Impartiality	<ul style="list-style-type: none">• I take into account individual needs and requirements in all of my action.• I understand that treating everyone fairly does not mean everyone is treated the same• I always give people an equal opportunity to express their views• I communicate with everyone, making sure the most relevant message is provided to all• I value everyone's views and opinions by actively listening to understand their perspective• I make fair and objective decisions using the best available evidence• I enable everyone to have equal access to services and information, where appropriate
Public Service	<ul style="list-style-type: none">• I act in the interest of the public, first and foremost• I am motivated by serving the public, ensuring that I provide the best service possible at all times• I seek to understand the needs of others to act in their best interests• I adapt to address the needs and concerns of different communities• I tailor my communication to be appropriate and respectful to my audience• I take into consideration how others want to be treated when interacting with them• I treat people respectfully regardless of the circumstances• I share credit with everyone involved in delivering services
Transparency	<ul style="list-style-type: none">• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others• I am clear and comprehensive when communicating with others• I am open and honest about my areas for development and I strive to improve.• I give an accurate representation of my actions and records• I recognise the value of feedback and act on it• I give constructive and accurate feedback• I represent the opinions of others accurately and consistently• I am consistent and truthful in my communication• I maintain confidentiality appropriately

Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>