

NOTTINGHAMSHIRE POLICE AUTHORITY

JOB DESCRIPTION

CHIEF EXECUTIVE

PURPOSE OF THE JOB

- To provide leadership, strategic direction, and to support the Police Authority and subsequently to the Police and Crime Commissioner in its statutory duty to secure an efficient and effective police service for the Nottinghamshire Police area.
- Develop and maintain external relationship at a senior executive and political level with partners, organisations and stakeholders.
- Undertake the appropriate monitoring officer responsibilities and notify designated officers/bodies of any illegality or maladministration in the Authority/PCC business.

PRINCIPLE ACCOUNTABILITIES

1. To discharge the proper duties of the Chief Executive/ Head of paid services as defined by legislation relevant to the Police Authority and subsequently the PCC.
2. To ensure provision appropriate of advice to the Police Authority and subsequently the PCC on discharging its statutory powers, duties and procedures.
3. Develop and maintain mechanisms for the commissioning of services on behalf of the Police and Crime Commissioner.
4. To advise and support the Authority and subsequently the PCC on its strategic priorities and to lead on the delivery of those priorities.
5. To act as the principle contact between the Chief Constable and the Police Authority/PCC and to develop effective relationships with the Chief Officer team, to ensure effective engagement with the Force in all areas concerning the discharge of the Authority's PCC duties, functions and powers.
6. To lead and manage the Police Authority/PCC Executive staffing function in order to ensure the provision of high quality support to the Authority/PCC in its oversight and scrutiny of Force activity, to ensure customer focussed policing is delivered to the communities of Nottinghamshire.
7. To engage with a wide range of stakeholders and to work with Local Strategic Partnerships, Crime and Disorder Reduction Partnerships, local authorities, the voluntary sector and criminal justice agencies to ensure the delivery of policing and community safety programmes that meet the objectives of all partners.
8. To advise and attend at the meetings of the East Midlands Police Authorities Committee (EMPAC) and subsequently PCC regional meetings to ensure effective regional solutions are delivered through collaborative working. To respond to national developments in policing and to support the Chair of the Authority/PCC in representing the Authority's/PCC interests locally, regionally and nationally.

9. To communicate formally on behalf of the Police Authority/PCC and to liaise with the Chief Constable, the Association of Police Authorities, Home Office, Her Majesty's Inspectorate of Constabulary, ACPO, other relevant Government Departments and outside bodies.
10. To manage the appointment of Chief Constable including their terms and conditions of service and matters relating to discipline. This includes advising and assisting the Authority on the exercise of its statutory duties relating to complaints against the Chief Constable;
11. To oversee the Authority's/PCC marketing, media and community engagement activities.
12. To ensure the discharge of duties undertaken by the Authority/PCC are legally compliant.
13. To ensure all meetings of the Authority/PCC, its Committees and working groups are properly planned, convened and recorded and that decisions are actioned and implemented. This includes the giving of timely and accurate advice to Members and officers on the procedural issues surrounding the Committee process, with particular reference to the Authority's Corporate Governance Framework.
14. To act as the Authority's/PCC lead officer in respect of external inspections and reviews by the HMIC, the Audit Commission and other relevant bodies ensuring the Police Authority's/PCC role and responsibilities are recognised.
15. To keep abreast of changes in legislation, case law, statutory and non-statutory guidance and other relevant publications; advise the Authority/PCC on impending legislation, national policy and consultation documents and to oversee the Authority's/PCC response to consultation documents.
16. The post holder shall undertake such other duties as may be reasonably required which are commensurate with the nature and scope of the post and any duties which are subsequently approved by Statute and any other regulations that may come into force.
17. To provide clear and visible leadership to the staff of the Office of Police and Crime Commissioner including overall responsibility for their ongoing development and training, and work directly to the PCC in relation to personal objectives and development.
18. To ensure that the Office of Police and Crime Commissioner performs its duties and responsibilities for equalities and diversity according to relevant legislation, and to promote the commitment to equality and diversity in all that the Office of Police and Crime Commissioner does.
19. In conjunction with the Chief Financial Officer and Chief Operations Officer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts.

20. To carry out the statutory and responsibilities of the head of the Paid Service and the Monitoring Officer.
21. To think strategically and guide the Office of Police and Crime Commissioner in developing a clear and effective long-term vision and strategy, together with appropriate policies.
22. To drive implementation of the Office of Police and Crime Commissioner corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the Office of Police and Crime Commissioner to monitor, review and improve its own performance.
23. Support the Office of Police and Crime Commissioner in scrutinising Force performance, and supporting continuous improvement in the Office of Police and Crime Commissioner and in the Force.
24. To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level.
25. To ensure that the Office of Police and Crime Commissioner contributes to the national consideration of issues concerning policing and police authorities. To represent the Office of Police and Crime Commissioner at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, and other relevant bodies, Local Government Association and other outside bodies at regional and national level.
26. To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation.
27. To distil and disseminate relevant information and advice to the Office of Police and Crime Commissioner enabling it to challenge where appropriate the Force's strategic and financial performance.
28. To support the Office of Police and Crime Commissioner in raising its profile and communicating its values, strategies, achievements and views.
29. To represent and promote the interests of the Office of Police and Crime Commissioner by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations.
30. Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans.
31. Develop and maintain a constructive working relationship with the Police & Crime Panel for the area.
32. Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.
33. To oversee and ensure the effective and efficient management of complaints.