

NOTTINGHAMSHIRE POLICE

JOB DESCRIPTION

Job title:

COMMUNITY ENGAGEMENT AND PARTNERSHIPS OFFICER

Department/Location: Police Authority

Responsible to:

Responsible for:

Date: October 2010

Library no./HMIC classification:

JOB PURPOSE

To develop, implement and monitor the impact of a variety of strategies, arrangements, systems and procedures, to ensure that the Nottinghamshire Police Authority effectively and efficiently fulfils its statutory duties.

PRINCIPAL ACCOUNTABILITIES

1.	To act as lead officer and lead implementation for the Authority's committees and work associated with the Community Engagement and Partnership Committee.
2.	To act as lead officer and set direction, monitor, evaluate and lead implementation of the Authority's work associated with undertaking its statutory and other duties associated with community consultation, 'Every Child Matters' local accountability and partnership working.
3.	To analyse and interpret a wide variety of information, results of surveys and data on behalf of the Police authority and to advise Members and the Chief Executive of its relevance and importance in respect of the performance of the Force and the authority and to ensure that priorities reflect the evidence and findings.
4.	To advise and support the Chair and other Members by attending Force forums and various partnerships association with community engagement.
5.	To monitor the effectiveness of consultation mechanisms, frameworks and processes applying to all third parties, the public and the Police (specifically in relation to Neighbourhood Policing) to ensure that the Police Authority undertakes statutory duty.
6.	To monitor the Police Authority's own public consultation forums and where necessary identify and assist in implementing changes to enhance their effectiveness, having regard to the Police Authority's statutory obligations.
7.	To analyse the results of Police Authority's and other consultation exercises such as those conducted by third parties on behalf of the Authority. Report to the Chief Executive on matters which impact on the formation of the Authority's annual Policing Plan or emerging trends or opinions which impact on policing.
8.	To assist in the identification and development of links with third party bodies, particularly minority groups, and for the coordination of views from such groups

	to ensure that inclusive consultation takes place.
9.	To action and implement, where appropriate, decisions of the Police Authority's Community Engagement and Partnerships Committee.
10.	To prepare written reports and presentations in relation to specific consultation strategies and initiatives for submission to the Police Authority and to the Community Engagement & Partnership Committee.
11.	Work with the force, CDRPs and on statutory and non-statutory agencies to co-ordinate consultation on crime, disorder and community engagement to ensure that the Authority benefits from all sources of consultation,
12.	Represent the Police Authority at Delivery Group level of the CDRPs. Report to the Chief Executive on issues relating to CDRPs to assist them to discharge their roles within the strategic boards of the CDRPs.
13.	To supervise the production of all Police Authority statutory publications, for example, the Precept Leaflet and the Policing Summary to ensure that they are compliant, timely and relevant.
14.	To line manage the role of Community Engagement Assistant.
15.	To perform other such duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility.

NOTTINGHAMSHIRE POLICE AUTHORITY
PERSON SPECIFICATION
COMMUNITY ENGAGEMENT AND PARTNERSHIPS OFFICER

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE AND EXPERIENCE</p> <ol style="list-style-type: none"> 1. Must have experience/training in the application of research methodologies 2. Must have a working knowledge of basic Project Management principles. 3. Must have experience of composing, presenting and assisting in the preparation of briefing notes, agendas, formal papers and reports. 	<p>Application Interview Test Documentation</p>
<p>SKILLS AND ABILITIES</p> <ol style="list-style-type: none"> 1. Must be able to demonstrate effective communication, articulately and appropriately both verbally and in writing with internal and external contacts at all levels. 2. Must be able to demonstrate high level, effective negotiating and influencing skills 3. Must have the ability to positively promote and implement change, demonstrating an innovative style and creative thinking 4. Must be able to work effectively and flexibly as part of a team. 5. Must have an ability to research, organise and analyse numerical and non-numerical information and to develop concise and understandable communications on complex topics for different audiences, including; members, officers, partners and the public 6. Must be able to coordinate and undertake research to support Authority and Member activity. 7. Must be diplomatic and tactful and able to maintain strict confidentiality in a politically sensitive 	

<p>environment</p> <p>8. Must be able to establish and maintain internal and external communication links effectively at all levels</p> <p>9. Must be able to work independently in a dynamic environment and manage own workload effectively with little supervision.</p>	
<p>EDUCATION / QUALIFICATION</p> <p>10. Must be educated to degree level or hold an equivalent professional qualification.</p>	
<p>OTHER</p> <p>11. Must demonstrate a personal commitment to Equal Opportunities, managing diversity and customer service.</p> <p>12. Must be committed to managing own professional development</p> <p>13. Must have an awareness and understanding of contemporary issues affecting the Authority, in particular Government Agenda's.</p> <p>14. Ability and willingness to travel around the County in connection with the requirements of the job</p>	

ACCOUNTABILITY

Prepared by _____ (Post)

Signature _____ Date _____

