

NOTTINGHAMSHIRE POLICE

JOB DESCRIPTION

Job title:

PERFORMANCE AND POLICING POLICY OFFICER

Department/Location: Police Authority

Responsible to: Chief Executive

Responsible for:

Date: July 2011

Library no./HMIC classification:

JOB PURPOSE

Develop and implement performance monitoring and quality assurance systems to enable Nottinghamshire Police Authority to fulfil its statutory obligation to ensure Nottinghamshire Police provides an efficient and effective service.

PRINCIPAL ACCOUNTABILITIES

1.	To act as lead officer and lead implementation for the Authority's committees and work associated with the Performance and Policing Committee.
2.	To investigate, assess and interpret a wide variety of information and data relating to the Operational Performance of the Nottinghamshire Police and advise Members and the Chief Executive accordingly, thereby enabling the Police Authority to exercise effective oversight of performance of the Force.
3.	Develop implement a quality assurance process for the Authority. Develop and implement intelligence systems to collect and analyse the public and victim experience and perceptions of service provided by Nottinghamshire Police.
4.	To utilise benchmarking approaches and systems which provide for performance comparisons with that of other forces to ensure effective challenge of the Force's performance.
5.	To aid and assist the Chief Executive in respect of external inspections and reviews by the HMIC, the Audit Commission and other relevant bodies ensuring the Police Authority's role and responsibilities are recognised.
6.	To investigate, assess and interpret a wide variety of information and data relating to the Operational Performance of the Nottinghamshire Police and advise Members and the Chief Executive accordingly.
7.	To ensure suitable oversight of Force information management issues for Members and the Chief Executive.

8.	To provide support to members of the Police Authority who attend Crime and Disorder Reduction Partnership meetings to ensure that they can effectively discharge their role and ensure that the Authority fulfils its "responsible role".
9.	To action and implement, where appropriate, decisions of the Police Authority's Performance and Policing Committee.
10.	To ensure that the Authority participates in such partnership activity as Joint Strategic Intelligence Assessments, in particular that the products of Police Authority consultation is recognised and is taken into account in determination of the outcomes.
11.	Together with the Community Engagement and Consultation Officer, 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.
12.	To prepare reports and information on CDRPs to Members of the Authority.
13.	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
PERFORMANCE AND POLICING POLICY OFFICER

CRITERIA	METHOD OF ASSESSMENT Application Interview Test Documentation
<p>KNOWLEDGE AND EXPERIENCE</p> <ol style="list-style-type: none"> 1. Must have experience researching, identifying and analysing policy developments as they relate to the Authority. 2. Must have a working knowledge of basic Performance management and quality assurance frameworks. 3. Must have experience of composing, presenting and assisting in the preparation of briefing notes, agendas, formal papers and reports. 4. Must have previous development experience at implementing performance monitoring and quality assurance systems. 	<p>I/A</p> <p>A</p> <p>A</p> <p>I</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 	<p>I</p> <p>A</p> <p>I</p>

<p>6. Must be able to coordinate and undertake research to support Authority and Member activity.</p> <p>7. Must be diplomatic and tactful and able to maintain strict confidentiality in a politically sensitive 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>A,I</p> <p>A, I</p> <p>A,I</p> <p>I,A</p>
<p>EDUCATION / QUALIFICATION</p> <p>10. Must be educated to degree level or hold an equivalent professional qualification.</p>	<p>A</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. Ability and willingness to travel around the County in connection with the requirements of the job</p>	<p>I</p> <p>I</p> <p>A</p>

ACCOUNTABILITY

Prepared by _____ (Post)

Signature _____ Date _____