



PERSON SPECIFICATION

Area:	Office of the Police and Crime Commissioner (OPCC)	Job Title:	Performance Manager	Weekly Hours:	37
Section:	Office of the Police and Crime Commissioner	Scale:	PO34	Version:	3
Post No:	PC079	Status:	Established	Version Date:	6.6.17

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	<ol style="list-style-type: none"> To be educated to degree level or equivalent in a subject involving research, analysis of data or statistics. Project Management Qualification e.g. PRINCE2 or Project Management experience that mirrors the principles of PRINCE2. 	

<p>Work Experience:</p>	<p>3. Demonstrate substantial experience of the production and delivery of strategic plans for an organisation.</p> <p>4. Demonstrate experience in an analytical environment where a routine part of the role is to undertake analysis and research work.</p> <p>5. Demonstrate competence in the production of meaningful and comprehensive performance reports, for a variety of audiences, detailing the progress of an organisation (or part thereof) towards objectives.</p> <p>6. Proven track record of integrating performance and finance and consultation reporting to give an overall assessment of the performance of an organisation.</p>	<p>12. Demonstrate experience of leading the development of strategic plans for an organisation.</p>
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	<p>7. Demonstrate experience of working within a political environment, aware at all times of the need for sensitive disclosure of information and appropriate methods of communication.</p> <p>8. Demonstrate competence in the production of meaningful and comprehensive performance reports, detailing the progress of an organisation (or part thereof) towards objectives.</p> <p>9. Demonstrate the ability to communicate confidently in a variety of situations and ask challenging questions in support of the Commissioner.</p>	
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<p>Personal / Interpersonal Skills, Aptitudes:</p>	<p>10. Ability to provide specialist advice in relation to the performance management of commissioned services.</p> <p>11. Demonstrate an ability to communicate confidently to a variety of audiences.</p> <p>12. Demonstrate good organisational & time management skills, including consistently meeting reporting deadlines.</p> <p>13. Demonstrate highly developed verbal, written and interpersonal skills to communicate and challenge confidently within a confidential environment.</p>	
<p>General Skills:</p>	<p>14. Demonstrate skills in proactive and creative research and analytical techniques.</p> <p>15. Demonstrate a comprehensive working knowledge of IT software including Microsoft Word, Excel, Powerpoint.</p> <p>16. Demonstrate by example awareness of diversity issues appropriate to this role and the ability to respect others views.</p> <p>17. Maintain a tactful and professional approach and ensure that working practices are consistent.</p> <p>18. Must hold a full driving licence and be prepared to use own car for business purposes (Reasonable adjustments will be made in line with Equalities Act 2010).</p>	

ROLE DESCRIPTION

Job title:	Performance Manager
Post no:	PC079
Scale:	PO34
Responsible to:	Executive Director
Responsible for:	None
Contacts:	Police and Crime Commissioner, Deputy Police and Crime Commissioner, Chief Executive, OPCC Team, Office of the Chief Constable (OCC), senior performance analysts within the force, regional counterparts, partner organisations and those from whom services are commissioned, Community Safety Partnerships, Local Authorities within the force area, HMIC, internal and external auditors, national OPCC counterparts.
Role:	To work with Force colleagues and partners to collect, collate and analyse intelligence and data to highlight areas of risk to the delivery of the Police and Crime Plan and overall Force performance.
Operational Responsibilities:	<ol style="list-style-type: none"> 1. To apply intelligence to data collected to produce objective, comprehensive, clear and timely performance reports to support the PCC in his/her duty of holding the Chief Constable to account for the performance of the Force; and for the Police and Crime Panel to hold the PCC to account. 2. To review, scrutinise and challenge reports prepared by the Force and others. 3. Support the Commissioner by accompanying him to meetings of the Performance Delivery Group and any other meetings where performance is discussed, verbally challenging in support of the Commissioner where appropriate. 4. Support the work of the OPCC Commissioning Team by providing advice on suitable performance measures so that well-informed contracts/service level agreements can be negotiated 5. Provide a transparent and easy to understand performance framework to support the delivery of the Police and Crime Plan and utilise to report to various boards and national requirements. 6. To request and negotiate the delivery of performance and intelligence information, analysis and products as necessary. 7. To ensure that any identified performance concerns together with a range of solutions are brought to the attention of the PCC without delay 8. Responsible for production of other performance and planning reports, for information and/or decision making purposes, including trend and risk analysis where relevant. 9. Provide analysis to show the impact of the services and outcomes commissioned by the PCC to the Police, partners and other service providers. 10. Lead on the production of the Commissioner’s Annual report and other reports and plans as required. 11. Provide data and intelligence, as required, in relation to the Police and

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	<p>Crime Plan to incorporate emerging issues and changes in the Police and Partnership landscape.</p> <p>12. To be responsible for collation and submission of statutory and ad hoc data to external agencies in connection with the aims and objectives set by the PCC.</p> <p>13. Responsible for production of other performance and planning reports, for information and/or decision making purposes, including trend and risk analysis where relevant.</p> <p>14. To lead the work on assessing, reviewing and responding where appropriate to internal force audits and HMIC inspections, ensuring alignment with the wider programme of audit work with the JARAP and Resources Manager.</p>
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Communication	15. Excellent verbal and written communication skills.
General	<p>16. Work effectively with colleagues in Force to ensure a consistent and considered approach to advice and support.</p> <p>17. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.</p> <p>18. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</p> <p>19. Be flexible in terms of working location and be prepared to travel to and work from other Force locations as required by the post.</p> <p>20. This is a politically restricted post.</p>

Additional Information:

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

PDR Activities and Behaviours:

Car User:

Budgetary Management:

People Management:

Yes / No
Yes / No
Yes / No

Allowance *{per mile / day etc}*: _____

Authority to £ Value: _____

Total Number & Level: _____

Post Funding Method: _____

Owner/source of Funding: _____

IT Systems Required: _____

Skills Required: _____

Health tests required: _____

Risk Assessment: Yes / No _____

Job Evaluation: Yes / No _____

Security Check Level:
(strikethrough checks NOT required) **MV, RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3**

Additional Information: _____

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: _____ DATE COMPLETED: _____ REVIEWED _____
 LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED: _____

SPECIAL GROUPS OF PERSONS CONSIDERED: _____

COMPLETED BY (Risk Assessor): _____

AUTHORISED BY: _____

ASSISTED BY: _____

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood
1	Working in an office environment	High/low temperatures Poor air circulation/ventilation Inadequate lighting levels	M2 L1 M2	Relevant staff – significant part of role however no history of injury	Fans/fan heaters are provided. Pipe insulation Doors & windows can be opened. Cooled water available. Light levels can be tested. Desk lamps are provided if required. Consider type of lighting - natural or artificial. Ensure office lighting is at the required standard for the		

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		Slips, trips & falls – wiring & other objects			working environment. Reposition equipment to avoid trailing wires or cover loose wires with rubber protection strips. Provide sufficient storage. Keep walkways clear.		
2	Workstation – use of computer	Musculoskeletal injuries from incorrect positioning at workstation - RSI Headaches & eye strain	L1		DSE workstation assessments are carried out for new/existing members of staff & new/existing workstations. Proper breaks taken away from VDU		