



JOB PROFILE

POST TITLE:	Policy and Commissioning Intern
GRADE:	N/A
DIRECTORATE:	OPCC
RESPONSIBLE TO:	Senior Policy Manager
LOCATION:	Hindlip
JOB PURPOSE:	To research and review priority policy areas of the Police and Crime Commissioner to aid strategic decision making and deliver the Police and Crime Plan. To provide support for commissioning activity, including planning, development, implementation and review.

MAIN RESPONSIBILITIES:

1. To undertake research work independently on key areas of business regarding victims, offenders and policing, in addition to any other topical areas as directed by the Chief Executive.
2. To develop and maintain an understanding of the main issues affecting policing and the role of the Police and Crime Commissioners office.
3. To carry out analysis and research to inform future commissioning decisions.
4. To work both independently and as part of a team to collate, process, research, analyse and challenge data from a variety of sources.
5. To prepare detailed reports based on comprehensive research and available evidence for presentation to the Chief Executive and Police and Crime Commissioner on key projects.
6. To attend and represent the Police and Crime Commissioner at external meetings, if directed and be prepared to make an active contribution and to prepare notes of the meeting as appropriate for the Commissioner.
7. To investigate and help to provide the evidence base for effective

commissioning activity.	
8. To engage with commissioned service providers to assist in the monitoring of PCC funded services.	
9. To champion the role of the Police and Crime Commissioner.	
10. To contribute to the development, monitoring and implementation of the Police and Crime Plan as required.	
11. Such other duties which may from time to time be reasonably required.	
Special Conditions:	Politically Restricted post. Ability to travel throughout the West Mercia Policing Area

Security level:	SC
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PERSONAL QUALITIES: PRACTITIONER

Serving the Public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Recognises that the way in which the public and any agency or outside contact with the Office of the Police and Crime Commissioner are handled reflects directly on the Chief Executive Officer, the Police and Crime Commissioner and the Office of the Police and Crime Commissioner as a whole. Recognises that such contacts must always be treated in a professional and helpful manner. All messages, responses or other engagement with external agencies or individuals must be treated promptly. Personal conduct, demeanour and dress should convey a professional and competent image. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to Change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service Delivery

Understands the Police and Crime Commissioner's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and

accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Office of the Police and Crime Commissioner. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision Making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest

Working with Others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances

PERSON SPECIFICATION

Knowledge:

- Educated to or training towards a degree or equivalent qualification
- Relevant and basic understanding of issues impacting on policing and the role of the Police and Crime Commissioner
- An awareness of the projects and services funded by the Police and Crime Commissioner.
- Genuine interest in pursuing a career within policing.

Experience:

- Significant experience undertaking independent research using a variety of sources
- Experience writing reports and preparing briefing papers
- An awareness of working in a political environment and communicating on politically sensitive issues.

Key Skills:

- The ability to work effectively as part of a team.
- Good ICT and administrative skills
- Excellent oral and written communication skills
- The ability to undertake independent research and analysis to produce concise briefings and reports.
- The ability to travel to various locations if required.
- Some flexibility in working hours.
- The ability to work proactively, and on own initiative, with limited supervision and to manage own workload effectively and within agreed deadlines.
- The ability to represent the PCC at meetings, as directed, speaking on his behalf if appropriate.