

Wiltshire and Swindon



**OFFICE OF POLICE AND CRIME COMMISSIONER FOR
WILTSHIRE & SWINDON**

**Information for applicants for the post of
Strategic Support Officer**

Full time 37 hours per week

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Police and Crime Commissioner

Strategic Support Officer

Welcome

Thank you for your interest in the role of Strategic Support Officer for the Office of Police and Crime Commissioner for Wiltshire and Swindon (OPCC).

As an OPCC, we are here to support the Police and Crime Commissioner (PCC) to meet their responsibilities and support them in delivering their agenda for policing and criminal justice in Wiltshire and Swindon.

Wiltshire and Swindon is a large, diverse and complex area with both rural and urban areas.

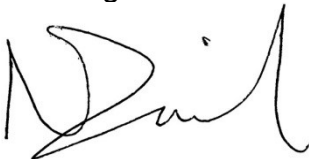
In addition to appointing the Chief Constable (CC), the PCC is responsible for setting the strategic direction of policing, criminal justice and community safety, ensuring there are services for victims and providing a leadership role to coordinate services across criminal justice, probation and community services.

This is an extremely exciting time to join the OPCC as the role and influence of PCCs continues to expand, coordinating more sustainable and effective responses to keeping people safe and ensuring an efficient and fair criminal justice system. The OPCC is a small team which is expanding to meet the new challenges of coordinating the policing and criminal justice system.

The OPCC has a pivotal role to help deliver this for the PCC and develop innovative and effective solutions to improve the policing and criminal justice system.

Thank you showing an interest in joining our team and I wish you the best of luck in your application. If you have any questions regarding the role please contact us on 01225 256926 or email pcc@wiltshire.police.uk

Kind regards



Naji Darwish
Chief Executive

2. Role of the Wiltshire and Swindon Police and Crime Commissioner

Philip Wilkinson is the current Police and Crime Commissioner (PCC) for Wiltshire and Swindon. Once elected, a PCC is the representative of the people of Wiltshire and Swindon in all policing, criminal justice and community safety issues. They provide public accountability for policing and raises the concerns of local communities.

PCCs are responsible for the totality of policing in their policing area. They have an overarching duty to secure an effective and efficient police force.

They do this by publishing a Police and Crime Plan and making strategic decisions on financial and strategic direction. They are also directly responsible for the commissioning of a range of services including service for victims of crime.

In addition to these statutory roles PCCs play a pivotal local leadership role in the criminal justice system and ensuring communities are safe.

The PCC is the legal employer for a range of services that are shared with Wiltshire Police including finance, communications, estates and policy and commissioning.

The PCC is supported and scrutinised by the Police and Crime Panel. The Panel is made up of councillors from Wiltshire Council and Swindon Borough Council and two independent members.

3. The Police and Crime Plan

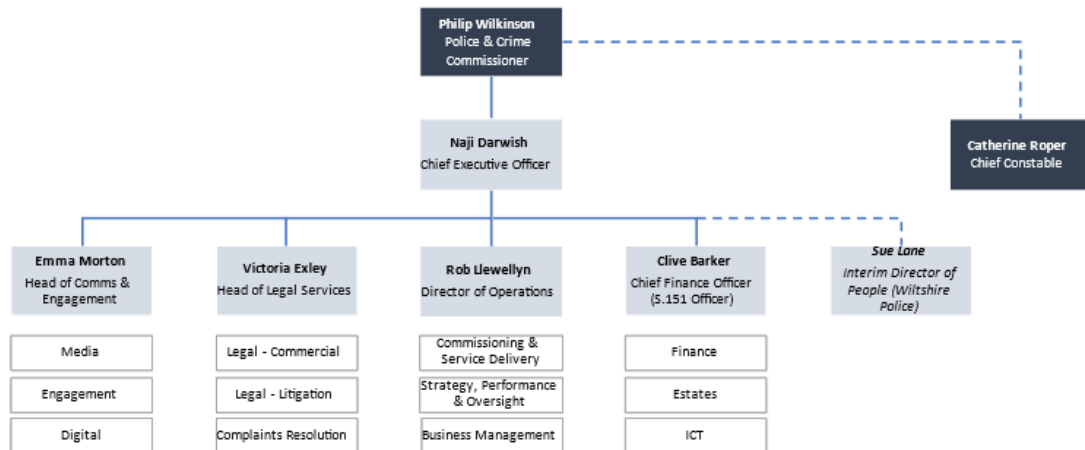
The PCC has set out the priorities for policing and community safety in his Police and Crime Plan.

The new Police and Crime Plan was ratified by the Police & Crime Panel on 10 March 2022. You can see more about this here:

[Making Wiltshire Safer - Wiltshire and Swindon Police and Crime Plan 2022-2025 \(office.com\)](https://www.wiltshire.gov.uk/making-wiltshire-safer-wiltshire-and-swindon-police-and-crime-plan-2022-2025-office.com)

4. Office of the Police and Crime Commissioner for Wiltshire and Swindon

The OPCC is led by the Police and Crime Commissioner and Chief Executive, Naji Darwish, and its Executive Team



Wiltshire & Swindon OPCC Executive Structure

5. Living in Wiltshire and Swindon

Wiltshire is surrounded by the counties of Berkshire, Dorset, Gloucestershire, Hampshire, Oxfordshire and Somerset. It covers an area of almost 3,500 sq km, measuring 80 km north to south, and has a growing population of approximately 680,000. Famous for the many prehistoric monuments of international significance, Wiltshire also has Salisbury Plain, which contains many military installations and is the principal training ground for the armed forces. With the army basing project now underway, the military presence will increase, bringing new challenges.

Swindon in the north of the county marks out Wiltshire's growing economic diversity. The headquarters of Nationwide Building Society and Zurich Financial Services, Swindon is a vibrant business centre whose strategic location on the M4 corridor continues to attract multi-national employers.

Elsewhere in the county the landscape is pleasantly rural, with traditional and growing market towns and the City of Salisbury with its magnificent cathedral. Other centres of population include Calne, Chippenham (the second largest town in Wiltshire), Devizes, Marlborough, Warminster and Trowbridge; the county town and home to the headquarters of Wiltshire Council. It is the two areas of Swindon and Wiltshire that make up the single command that is Wiltshire Police. Swindon Borough Council and Wiltshire Council are unitary authorities.

Wiltshire was the first English county to establish a police force under the County Police Act of 1839. We are proud to have the oldest county force. Coincidentally, it was the first to return an elected Police and Crime Commissioner too.

Policing Wiltshire is a challenge. Wiltshire people, and those who represent them, demand high standards of effectiveness and value for money. The PCC and Chief Constable work extremely closely to meet those expectations. Working closely with local partners, particularly the two local authorities, is the key to reducing crime within our communities.

6. Benefits of working for OPCC Wiltshire and Swindon

Flexible working

We believe employees are happier and more productive when they have greater control over their working lives. That is why we will aim to give you the opportunity to fit work around your other responsibilities. We work hard to make sure you can balance arrangements that suit you with the specific demands of your role.

We positively encourage flexibility, and this has made a big difference to the way we and our people work. We provide mobile technology including laptops, tablets, and mobile phones. This means you often get the chance to work remotely and flexibly in different locations alongside people from different service areas and learn more about what they do.

Other flexible working options include:

- Flexitime
- Compressed hours
- Agile and home working for most roles

Holidays – You will receive pro rata 22 days' annual leave, rising to 24 after two years, and 27 after five years, plus public and bank holidays.

Generous Pension – all our new employees are assessed against criteria and automatically enrolled into the Local Government Pension Scheme (unless you choose to opt out).

Salary sacrifices schemes which save tax and national insurance – including cycle to work and electric vehicles

Occupational health service – offers a variety of employee wellbeing services to support a healthy work/life balance and lifestyle

Leadership programmes and development opportunities

Access to the Blue light discount card – for emergency services which provides discounts for high street and online retailers: <https://www.bluelightcard.co.uk/>

7. Role Profile

Strategic Support Officer

W9 - £35,709 - £37,500

Line Manager: Head of Strategy, Performance and Oversight

Role Purpose:

This role is wide ranging and flexible to meet the needs of the OPCC and is line managed by the Head of Strategy, Performance and Oversight (HSPO). It will provide support and assistance to the HSPO, Chief Executive (CEO) and Director of Operations (DO) in the fulfilment of their roles, delivery and performance of the OPCC and Force and other strategic business.

This will include working very closely with the HSPO, CEO and DO to support them in their role, work with senior officers and staff with the OPCC and Force to deliver actions and ensure progress across a range of issues raised by the CEO/DO.

This will include ensuring progress across key work streams, briefing, and supporting the HSPO, CEO and DO, developing strategies to support improvements as well as managing specific work areas on behalf of the HSPO/CEO/DO.

8. Main Responsibilities

Strategic Support and project work

- Assist the HSPO, CEO and DO to deliver a wide range of projects and activities to fulfil the OPCC's role in delivering the police and crime plan and delivering an efficient and effective policing service
- Ownership and delivery of an assigned portfolio of activity at a strategic to tactical level.
- Research and prepare high level reports and briefing papers for and on behalf of the HSPO, CEO and DO as part of portfolio.
- Represent the HSPO, CEO and DO at various meetings, and lead on a range of issues, acting on behalf of the HSPO, CEO and DO including project, performance and delivery boards for the OPCC and with partners.
- Identify and develop the OPCC view in line with direction and portfolio providing communication between the OPCC, Force and with partners.
- Work with OPCC, Force and other organisations to ensure the delivery of tasks as requested by the HSPO, CEO and DO.

Policy, Oversight and Scrutiny

- Conduct research, analysis, and coordinate responses to inform OPCC policy and direction.
- Provide oversight of Wiltshire Police's services relevant to the portfolio. Identify with the Force, partners and stakeholders areas for improvement and support these initiatives.
- Produce briefings to support HSPO, OPCC's Executive Leadership Team, PCC, partners and stakeholders within the portfolio.

- Produce reports and updates to the DO on the progress of portfolio in terms of development.
- Support scrutiny, governance, and performance relevant to the portfolio and the OPCC's role in ensuring an effective and efficient policing service
- Undertake other duties appropriate to the grade and character of work as may be reasonably required.

Support

- Provide administrative and secretariate support to designated OPCC lead partnerships and internal boards across the policing, criminal justice and public service portfolio.
- Represent the OPCC at relevant working groups as required, including central government departments, national networks, Community Safety Partnerships, Health and Wellbeing Boards and Joint Commissioning Groups.
- Horizon scan, liaise and influence the Home Office, Ministry of Justice, Association of Police and Crime Commissioners, Association of Police and Crime Commissioner Chief Executives and the National Police Chiefs' Council on emerging policy direction and influence within the portfolio.

Recruitment, Retention and OPCC Development

- Support the DO's staff development plan to ensure the professional development, training and multi-skilling of the OPCC staff across all of the required skills and disciplines.
- Support the HSPO, CEO and DO in staff development sessions in line with the OPCC role and responsibilities and OPCC annual plan.

Financial / Budget responsibilities

- To determine the spending of resources to deliver agreed actions for the HSPO, CEO and DO.
- To prepare and submit funding returns and applications to support the delivery of the portfolio area including local and national funding opportunities.

9. PERSONAL SPECIFICATION

Competency		Criteria	Assessment*
Qualifications:	Degree level qualification or equivalent experience	Essential	C
	Administration, project or management related qualification	Desirable	C
Experience:	Experience of providing executive / strategic support	Essential	A/I
	Experience of delivering small scale projects	Essential	A/I
	Experience of active participation in project work and/or business change programmes	Essential	A/I
	Experience of delivering outcomes through negotiation, influencing and developing consensus	Essential	A/I
	Demonstrable research experience at a strategic level either within the public or private sectors	Essential	A/I
		Desirable	A/I
Skills:	Excellent organisational skills with the ability to manage multiple projects/work packages	Essential	A/I
	Ability to communicate key corporate messages in a clear, concise manner, both verbally, in writing and through a range of communication products to different internal and external audiences	Essential	A/I
	Ability to use initiative and achieve deadlines, with excellent organisational and time management skills	Essential	A/I
	Ability to work with minimum supervision and achieve high standards	Essential	A/I
	Must be pragmatic, resourceful, diplomatic, and have integrity	Essential	A/I
	Ability to display creativity with a high degree of problem solving capability	Essential	A/I

	Ability to work under pressure in a calm and professional manner and be confident in dealing with stressful situations	Essential	A/I
	Ability to compile factual and concise written reports and briefing papers at a strategic level	Essential	A/I
	Ability to conduct research, analyse results and prepare position statements	Essential	A/I
	Ability to make considered decisions using own initiative within set procedures and guidelines	Essential	A/I
	Excellent communication skills with proven ability to communicate in both oral and written form to personnel at all levels within the organisation	Essential	A/I
	Ability to influence people and situations	Essential	A I
	Computer literate with good keyboard skills	Essential	A/I
	Competent in the use of Microsoft Word, Outlook and Excel	Essential	A/I
Knowledge:	Knowledge of how to deliver in large and complex organisations and partnerships	Essential	A/I
	Good knowledge of the OPCC and its key priorities, the community it serves and a general understanding of the distinct role played by the OPCC	Essential	A/I
	Understanding of political dynamics and the relationship of OPCC officers supporting political leadership	Essential	A/I
	Understanding of confidentiality and Data Protection/Freedom of Information issues	Essential	A/I
	An understanding of the context and issues surrounding policing and/or justice nationally and locally	Desirable	A/I

*Assessment will take place with reference to the following information

A=Application

I=Interview

T=Test

C=Certificate

OTHER INFORMATION

- The post holder will be in a politically restricted post under the Local Government and Housing Act 1989.
- Due to the nature of the role, the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy and OPCC priorities.
- The areas of work are determined by the priorities set by the Police and Crime Commissioner; as such the portfolio areas may be amended or refocused to align to these priorities.
- Wiltshire and Swindon OPCC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the OPCC.
- It is likely that this post will attract periods of lone working and you must be able to motivate yourself.
- The post holder must recognise the importance of managing information according to legal requirements, GDPR, quality standards and OPCC and Force procedures.
- The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

10. APPOINTMENT AND SELECTION PROCESS

If you are interested in applying for this role, please submit a CV no longer than two pages in length, together with a supporting letter, which demonstrates your skills and experience to carry out this role. You will also need to complete the Personal Details Form. These should then be emailed to pccrecruitment@wiltshire.police.uk by the closing date below.

If you have any questions about this role, please contact the OPCC at pcc@wiltshire.police.uk

Applications close: 6 November 2023

Shortlisting: 7 November

Interviews: w/c 13 November

The Office of the Police and Crime Commissioner (OPCC) welcomes everyone from our diverse communities across Wiltshire and Swindon. We are determined to ensure that our workforce reflects the diverse society, and that our working environment is free from any form of harassment, intimidation, bullying or victimisation.

The postholder will be in a politically restricted post under the Local Government and Housing Act 1989