

## **AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER**

### **Job Description**

<b>JOB TITLE:</b>	Community Engagement and Stakeholder Manager
<b>REPORTS TO:</b>	Head of Communications and Engagement
<b>LOCATION:</b>	Office of the Police & Crime Commissioner (OPCC)
<b>SALARY:</b>	£31,425 - £40,419 (points 26-35)
<b>TERM:</b>	Permanent

### **Main Purpose of the role:**

To research, plan and manage a programme of engagement for the Police and Crime Commissioner and Deputy Police and Crime Commissioner, to support the PCC's statutory duty to provide the local link between the police and the people of Avon and Somerset.

To ensure that stakeholder and community engagement for the PCC and Deputy PCC is efficient and effective and aligns with the aims of the OPCC engagement and communications strategy, and supports the PCC's priority to increase public confidence in the police and criminal justice system.

### **Main responsibilities:**

- Forward plan, organise and diarise appointments, for the PCC and Deputy PCC to attend on a weekly basis, with commissioned partners, political stakeholders, third sector organisations, community groups or members of the public.
- Lead the co-ordination of engagement events (in person and virtual) with the public, stakeholders and partners with support from OPCC colleagues.
- Create itineraries and co-ordinate preparation of background briefings and key messages in advance of the PCC's visits.
- Accompany the PCC on engagement days to help facilitate discussions, take notes and record any follow up actions/work streams from meetings and appointments.
- Co-ordinate with the communications officer to provide information and materials for follow up press releases, blogs and social media regarding the visits. Take photos at engagement appointments for use, by the communications officer, on social media and in press releases following the engagement days.
- Assess and evaluate engagement activity, including by attending de-briefs with the PCC and Deputy PCC to discuss follow up actions, what went well and what can be improved.
- Carry out research and horizon scanning for organisations and community groups, not visited before, that are potentially relevant for the PCC and Deputy PCC to meet.



- To project manage the development and implementation of a stakeholder mapping and management software application which will provide strategic oversight of all PCC engagement activity.
- Liaise with OPCC colleagues to identify potential opportunities for engagement visits for the PCC and Deputy PCC.
- Focus on developing the OPCC offering of community engagement opportunities with diverse and under-represented communities from across Avon and Somerset.
- Work with communications and other colleagues to ensure community views and experiences are fed into the work and priorities of the OPCC.
- Work flexibly with Communications and Engagement colleagues to support OPCC objectives in line with the communications and engagement strategy.
- Ensure the corporate image of the PCC and the OPCC is effectively presented and the brand protected.
- Ensure all duties are performed in accordance with the principles and requirements of Data Protection legislation.
- Continually strive for value for money and greater efficiency.
- Work closely with other colleagues to improve operational practices, effectiveness and efficiency. Maintain and operate efficient and effective record keeping and filing systems, ensuring they are updated and information is stored and disposed of appropriately.
- Maintain professional awareness and horizon scan for future developments, with a commitment to own personal and professional organisational development.
- Demonstrate a commitment to the OPCC values, equality and diversity through actions and activities.
- Undertake any other duties as reasonably commensurate with role.

<b>Decision Making</b>	<b>Leadership</b>	<b>Managing Risk</b>
Has restricted financial authority to specific projects / commissioned services in regards to authorisation and monitors budgets, some of which will be up to £1m per financial year. Will have some operational decision making responsibility day to day in line with responsibility commensurate with the post. Will make recommendations to their	Will develop and co-ordinate the delivery of their area of work/responsibility. Will engage and work in partnership with a broad range of external and internal partners and stakeholders usually at an operational level.	Will identify risks and make suggestions around how to mitigate and manage them



line manager on areas of strategic impact.		
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### PERSON SPECIFICATION:

The OPCC is looking for a person who can evidence that they have the following competencies:

	Competencies, skills & experience	Essential or Desirable
1	Successful experience and/or knowledge within a local authority, policing or relevant public or voluntary sector organisation.	Desirable
2	Experience of providing support for meetings and events.	Essential
3	Previous experience in successfully planning, implementing and evaluating engagement activities.	Essential
4	Ability to manage a large and diverse portfolio of work with competing deadlines. Ability to be flexible to respond to changing priorities	Essential
5	Ability to analyse and present information in a range of formats. Ability to interpret policy, reports, research etc. and advise on specific issues.	Essential
6	Excellent written and verbal communications skills. Understanding of confidentiality and information governance.	Essential
7	Strong ICT skills and competent to use a range of IT packages including word processing and spreadsheets.	Essential
8	The ability to advise, persuade and influence stakeholders in a professional and effective manner and in a way that establishes confidence, credibility and trust.	Essential
9	Able to develop and support productive working relationships. Ability to manage, coach, task and support team members and volunteers.	Essential
10	Ability to identify risks and make suggestions around how to mitigate and manage them.	Essential

### Our purpose

To lead improvement in efficiency and effectiveness of policing, victim support and criminal justice services on behalf of local people.

### Our vision:

Excellent victim support, better policing and fairer criminal justice services for all.

### Our mission:

- We listen
- We lead
- We challenge
- We innovate



- We improve

### **Our values:**

**Openness** – We will always be transparent and open about the work we do, our services and how we support our communities.

**Partnership** – We will work with the police and key partners to provide better services to local people.

**Compassion** - We will continue to take a compassionate approach to commission the most effective support services for victims and survivors.

**Courage** – We are the voice of local people in policing and we will always share concerns, issues and feedback to the police and partners.

### **Staff Code of Conduct**

You will comply with the Staff Code of Conduct as varied from time to time, it is expected that the OPCC as a public authority supports the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

#### **The Principles of Standards in Public Life are:**

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

### **Political restriction**

Please note this is a “politically restricted post” in accordance with Local Government & Housing Act 1989.

The purpose of a politically restricted post is to prevent that individual from having any active political role either in or outside of the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office.