

CHIEF EXECUTIVE OFFICER RECRUITMENT INFORMATION





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A MESSAGE FROM THE POLICE & CRIME COMMISSIONER RUPERT MATTHEWS

Thank you for your interest in the role of Chief Executive Officer for the Office of the Leicestershire Police and Crime Commissioner.

I hope that you find the information in this application pack useful and that, having read it, you feel that you have the right skills and values to become the next Chief Executive to the Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

In my Police and Crime Plan I have made my ambitions for policing and community safety clear. I am looking for a highly motivated Chief Executive who shares my ambitions and who will relish delivering my Plan. This will involve working closely with the Chief Constable and his team, partners, local authorities, charities and third sector, as well as leading the team of 23 and overseeing the Office budget of just over £6mn and holding the CC to account for use of his budget of c.£236mn.

I am looking for a Chief Executive who will be a safe pair of hands and ensure stability within the Office. Someone who can establish and build strong team spirit within the OPCC. Someone who will nurture our team members, allowing them to maximise their potential. Someone who will deliver on the implementation of the Police and Crime Plan.

To find the right person I am willing to look beyond the conventional.

You will find a wealth of information on my own [website](#) and that of [Leicestershire Police](#) to assist you. There is also further information at our recruitment partner's site [here](#). If there is something specific you require, please contact our recruitment partner, Peter Buffoni at GatenbySanderson on 07964 877 654, who should be able to provide you with the information you need.

If you have any further questions relating to the process please do not hesitate to contact For an informal, confidential discussion, please ring GatenbySanderson and speak to Peter Buffoni on 07964 877 654 or Duncan Collins on 020 7426 3996 who will be coordinating this recruitment on my behalf.

Having read the information, I hope you are encouraged to apply. I look forward to hearing from you.



Rupert Matthews
Police and Crime Commissioner
Leicestershire



**POLICE & CRIME
COMMISSIONER**
for Leicester,
Leicestershire & Rutland
Your Communities - Your Commissioner



POLICE AND CRIME PLAN

The job of the police is to protect the public. The job of the Police & Crime Commissioner is to give the police the tools they need to do the job. I am elected to be the voice of the public and in developing my Police and Crime Plan, I undertook the largest consultation exercise of its kind, with residents, with businesses and with stakeholders and partners.

In the resulting Police and Crime Plan 2021-24 you can find the key priorities I have set for Leicester, Leicestershire and Rutland.

“My vision is clear, I want to ensure an effective, robust and professional police service within Leicester, Leicestershire and Rutland.”

Download the full Plan [HERE](#)

VIOLENCE REDUCTION NETWORK

The Violence Reduction Network (VRN) was established in 2019, following a successful bid for funding from the Home Office.

The VRN has brought together a host of partners from across Leicester, Leicestershire and Rutland, including the Police, Local Authorities, Probation, the Prison Service, Community Safety Partnerships and Community Groups.

The Network is based on the principle that violence is preventable and through applying a public health approach it can better understand and tackle the causes of violence.

Since inception it has been responsible for numerous highly innovative and successful campaigns.

You can find out more [HERE](#)



DETAILED ROLE PROFILE

POST: Chief Executive and Monitoring Officer

ACCOUNTABLE TO: Police and Crime Commissioner

LOCATION: Force HQ, St Johns, Enderby

Job Summary

To provide leadership, strategic direction, and advice for the PCC in their statutory duties and support in ensuring strategic plans and programmes are successfully developed and delivered. In doing so the Chief Executive is responsible for ensuring the effective implementation of policy and is therefore required to provide strategic leadership in developing and planning support to the PCC in a national, regional and local context.

Key Working Relationships

- The Police & Crime Commissioner and Deputy Commissioner
- All staff and contractors of the Police & Crime Commissioner
- Chief Constable and senior officers and managers of the Force
- Local partnerships, stakeholders and voluntary and community sector
- Police and Crime Panel
- Joint Audit Risk and Assurance Panel
- The communities of Leicester, Leicestershire and Rutland
- The wider policing network of the East Midlands region
- External bodies such as the Association of Police and Crime Commissioners, APACE, Home Office, HMIC, Ministry of Justice, and other offices of Police and Crime Commissioners

Key Functional, Management and Leadership Responsibilities.

- To ensure provision of appropriate advice to the PCC.
- To lead the continued development and delivery of the OPCC activities and operations.
- To provide clear and visible leadership to the staff of the OPCC including overall responsibility for their ongoing development and training, and work directly to the PCC in relation to personal objectives and development.

- To ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation, and to promote the commitment to equality and diversity in all that the OPCC does.
- In conjunction with the Chief Financial Officer, to ensure propriety in the conduct of the PCC's business including ensuring the implementation of an effective Corporate Governance Framework making proper arrangements for tendering procedures and the letting of contracts.
- To carry out the duties of Chief Executive appointed under Police Reform & Social Responsibility Act 2011 so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently.
- To carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer.

Strategy and Resource Planning

- To work with the Police and Crime Commissioner to enable delivery against vision, strategy and identified priorities
- To think strategically and guide the OPCC in developing a clear and effective long-term vision and strategy, together with appropriate policies.
- In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation.
- To be the strategic lead in respect of partnership working.
- In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC.
- To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance.
- Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force.
- To prepare the OPCC for inspection by relevant audit bodies.
- In appropriate consultation with the elected PCC develop the short, medium and long term planning process for the future of the OPCC.



Commissioning and Service Delivery

- To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level.
- To be accountable for the performance of the OPCC in all aspects of commissioning
- To identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more effective and efficient use of resources.
- To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business.

Strategy and Resource Planning (continued)

- To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level.

Engagement and Information

- To deliver, review and improve performance against the Information strategy in the areas of communication, consultation and engagement.
- To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation.
- To distil and disseminate relevant information and advice to the OPCC enabling it to challenge where appropriate the Force's strategic and financial performance.
- To support the PCC by raising the profile and communicating ambition, values, strategies, achievements and views of the PCC.
- To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations.
- To develop and implement effective two-way community engagement with all sections of the community.

Scrutiny and Performance

- To facilitate the accurate and proportionate scrutiny of the Police Force's activities
- Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans.
- Develop and maintain a constructive working relationship with the Police & Crime Panel for the area.
- To develop constructive relationships and maintain effective working arrangements with various complaint bodies such as the Independent Office of Police Conduct (IOPC)) and Police and Crime Panel. To ensure effective and efficient management of complaints of the conduct of the Chief Constable and the PCC.
- To ensure that complaint reviews are effectively managed in line with current legislation.
- Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.
- To oversee and ensure the effective and efficient management of complaints.



PERSON SPECIFICATION

1. Extensive track record of consistent achievement at senior management level within a complex organisation.
2. Proven track record of corporate management and participation in the formulation of corporate objectives, policies and strategies within a complex multi-disciplined organisation.
3. Demonstrable and effective strategic planning expertise.
4. Experience of effective working within the democratic process and evidence of a clear understanding of the legal, financial and political workings of local government and the current social policy issues to be faced in a multicultural, rural and urban environment.
5. Successful track record of building effective and productive working relationships with elected members, a variety of communities, government bodies, partner organisations, private sector providers, public agencies, statutory authorities and other stakeholders.
6. Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).
7. A record of success in people and resource management.
8. Analytical thinking and problem-solving skills. Able to analyse and present complex issues to individuals and groups; internally and externally.
9. Successful track record of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.
10. Demonstrable experience of effective change management on a large and complex scale.
11. Clear understanding and track record of promoting diversity in both employment and service delivery.

TERMS AND CONDITIONS

Base Salary:

The annual salary is circa £90,000 per annum

Term of Appointment:

Appointment is made on a permanent basis.

Period of Notice:

Termination of appointment is subject to three months' notice in writing from either party.

Working Hours:

Working hours will be 37 hours per week.

This role may require evening and weekend working, including attending meetings and events during these times. No overtime will be payable.

Holiday:

The successful applicant will be entitled to 24 days leave per annum rising to 29 on the 5th anniversary of your appointment.

Normal Place of Residence:

The majority of work will be carried out from Leicestershire Police Headquarters, St Johns, Leicester, LE19 2BX. However, there may also be travel throughout the East Midlands and across the UK.

Relocation Expenses:

Reasonable relocation expenses will be considered if the successful applicant is required to relocate as agreed with the PCC. Further details will be available from the OPCC.

Pension:

The post holder will be eligible for membership of the Local Government Pension Scheme.

Telephones, IT and Other Equipment:

Mobile telephone and other equipment, which is necessary to ensure convenient working arrangements, will be made available.



THE RECRUITMENT PROCESS

Recruitment timetable

Closing date for applications (08:00 Tuesday)	11th April 2023
Preliminary interviews with GatenbySanderson commence	17th April 2023
Final panel interviews	9th May 2023

Every effort will be made to remain with the published timetable, although it may be subject to change, due to circumstances beyond our control. Your flexibility is appreciated.

How to apply

We are seeking to appoint a Chief Executive Officer and that appointment will be made based on a combination of your written application and interviews. To apply please visit our recruitment partner's website at: www.gatenbysanderson.com/GSe96561 or by using the 'search for jobs' function at www.gatenbysanderson.com and entering **Leicestershire** or the reference number **96561**. Register on the GS site and then submit the following to us no later than 08:00 on the closing date.

- A tailored CV (maximum 2 pages), setting out your work history (paid or voluntary), responsibilities and achievements as they relate to the role;
- A written response to the following three questions (no more than 500 words per answer):
 - Describe your leadership style.
 - What particular skills, knowledge and experience will you bring to deliver the PCC's prime purposes?
 - The PCC works with a wide range of partners from many different backgrounds. How have you delivered tangible outcomes in a complex landscape?

If successful at the shortlisting stage, you will be asked to provide the following:

- The names and contact details of two referees. Please note that referees will only be contacted if you are selected for interview;
- Relevant identification (i.e. Passport/driving licence).

During your online registration process, you will be asked to submit diversity monitoring information. This is very important and will be kept entirely separate from the application process. You will also be asked if you are applying for a guaranteed interview through the **Disability Confident Scheme**.

Arrangements for interviews

Preliminary interviews with GatenbySanderson will be conducted via video link (MS Teams/Zoom) and take place as shown in the timetable.

If successful at the preliminary interview stage, you will be called for a face-to-face final panel interview with the PCC and other relevant stakeholders in Leicester on the day shown.

Expenses incurred by candidates during the recruitment process will not be reimbursed, except in exceptional circumstances and only when agreed in advance.

As an inclusive employer, if you are called for interview and you require any reasonable adjustments or particular arrangements to be made, please do let Charley Cordrey know when you are called for interview.

Please let us know as soon as possible if you are unable to meet the proposed interview dates. It may be possible to arrange an alternative date, but this cannot be guaranteed.

Should you encounter any issues with your online application please contact charley.cordrey@gatenbysanderson.com quoting the job title/reference number.

Further information

If you have any questions about the role itself or would like to discuss the post and your fit within the organisation, please contact Duncan Collins on 020 7426 3996 or Peter Buffoni on 07964 877 654 at GatenbySanderson.

Complaints

If you feel your application has not been treated in accordance with the recruitment principles or you wish to make a complaint, in the first instance, please raise it with Peter Buffoni, Partner and Head of the Community Protection Practice at: peter.buffoni@gatenbysanderson.com.

If you prefer, or if the matter remains unresolved, please feel free to contact Mark Turner, Managing Partner at GatenbySanderson at: mark.turner@gatenbysanderson.com.





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Office of the Police & Crime Commissioner for Leicester, Leicestershire