



OPFCC Staff Job Roles

Detailed below is a brief summary of the roles undertaken by staff within the Office of the Police, Fire & Crime Commissioner

Chief Executive

The post holder is responsible for a number of areas of business which includes the following:

- Undertaking the statutorily defined duties of the Chief Executive to the Police, Fire and Crime Commissioner, as set out in the Police Reform and Social Responsibility Act 2011: including being the head of paid service; exercising the role of monitoring officer; and ensuring an efficient and effective Office of the Police, Fire and Crime Commissioner.
- Providing strategic direction and advice to the Commissioner in fulfilling his/her functions and providing professional leadership, responsibility and management for the overall strategy and operational framework for the delivery of all public facing activities for the Police, Fire and Crime Commissioner, ensuring that all statutory and legal obligations are met.
- Responsibility for the strategic management of all arrangements for public perception and reputation. The post holder is pivotal in providing professional corporate public affairs strategy, advice and coaching to the Police, Fire and Crime Commissioner in high profile media environments of regional and national interest, managing reputation and the media interface.
- Leading on behalf of the Commissioner with responsibility for all aspects of the office, business services and non-financial governance; providing advice and support to the Commissioner in ensuring that those arrangements protect the Commissioner with regard to matters on integrity and conduct meet all statutory and legal requirements.
- In conjunction with the Chief Finance Officer, to ensure propriety in the conduct of the Commissioner's business including making proper arrangements for tendering procedures and the letting of contracts.
- Support the Commissioner in scrutinising Constabulary performance (crime and financial), Fire Service performance and holding the Chief Constable and Chief Fire Officer to account whilst ensuring effective and efficient engagement with the Chief Constable and Constabulary personnel and Chief Fire Officer and Fire Service personnel whilst undertaking scrutiny and managing OPFCC business; preparing the OPFCC for inspection by relevant audit bodies and ensure that they operate effectively; develop and maintain an effective and constructive working relationship with the Police, Fire and Crime Panel.
- To ensure that the OPFCC contributes to the national consideration of issues concerning policing and reducing crime; to represent the OPFCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police, Fire and Crime Commissioners, Local Government Association, Association of Police, Fire and Crime Commissioner Chief Executives and other outside bodies at local, regional and national level.

- To ensure that the OPFCC 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 OPFCC does

Chief Finance Officer

The post holder is responsible for:

- The leadership and management of the Commissioner's financial arrangements, ensuring effective financial governance in compliance with professional standards, CIPFA codes of practice and legislation. To be the Commissioner's statutory officer, undertaking the legislative and fiduciary duties of section 151 of the Local Government Act 1972.
- Develop and implement financial strategy and sound long and medium-term financial budget plans for revenue and capital. To ensure budget plans are robust and that reserves, and balances are adequate in line with CIPFA guidance and the requirements of the Local Government Act 2003. To ensure arrangements for financial management are effective and that robust monitoring processes are in place to assess delivery against the plans.
- Ensure that the capital programme and investment decisions within the budget plans are fully evaluated, affordable and deliver value for money. To ensure capital plans are supported by robust asset management plans and strategies. To ensure appropriate procurement strategies are developed and maintained and ensure effective systems of internal control including procurement regulations. To ensure assets are safeguarded and that appropriate arrangements are in place for risk mitigation and insurance.
- Ensure that financial records are maintained within an effective system of financial control including financial regulations and rules. To ensure the annual accounts are prepared and published in accordance with the law, financial reporting, and professional standards and to certify the statement of accounts and group accounts. To ensure that arrangements are in place for the preparation of consolidated government-level accounts and other accounts, returns and grant claims to meet the requirements of the law and terms and conditions of the schemes. This will be for the OPFCC, Fire and the Group Accounts.
- Ensure robust arrangements for treasury management including investment and borrowing within a prudential framework and in compliance with CIPFA's Code of Practice for Capital Accounting and Treasury Management.
- On behalf of the Commissioner, Chief Constable and Chief Fire Officer, develop and maintain an effective independent Joint Audit Committee and to secure the arrangements for the provision of an effective internal audit function. To provide support and advise the audit committee and to liaise with external auditor.
- Support the Chief Executive, contributing to the effective leadership of the Commissioner's office, through being a member of the Executive Team. To ensure that the resource implications of all material business decisions, policy and plans are clearly understood and provide effective stewardship of public money. To lead on arrangements for the development of corporate financial governance such as funding agreements, Annual Governance Statement and Code of Corporate Governance.
- Lead on behalf of the Chief Executive the overall governance/scrutiny arrangements for the provision of OPFCC managed budgets (ICT/DAAT, Fleet, Estates and Procurement) where the resources are used by the Constabulary/Fire and Rescue.

Head of Estates

The post holder is responsible for:

- As head of profession and the professional lead for Estates advise PFCC and Chief Officers (both Police and Fire), contribute to the effectiveness of the OPFCC on all Estates

matters and responsibility for a compliant delivery of the Estates function; supporting the delivery of strategic objectives and priorities.

- Lead, develop and implement the OPFCC Estates strategy and contribute to wider planning processes to ensure that the estate assets are developed in a way which can best meet the operational requirements for police and fire and are sustainable. Ensure that the strategy meets emerging demands for sustainability and environmental compliance.
- Lead the vision, development, and implementation of the strategy to maximise estate collaboration and joint working for police and fire to ensure the joint estate is as cost effective as possible. Link with partners to develop where appropriate shared blue light services.
- On behalf of the Commissioner lead the Estates function for Cumbria Constabulary and Cumbria Fire and Rescue Service; ensuring that this is delivering the operational requirements, addressing all maintenance requirements and manage any supporting Service Level Agreements.
- Manage and continually develop the activities of the Estates team, ensuring the most effective use of resources aligning these to the business need.
- For larger strategic estates' capital projects, lead the project management of these from inception through to completion to deliver the objectives of the business case. Research and implement procurement routes, appoint professional external consultants and develop schemes which meet the objectives of the business case. Manage the delivery of these schemes and report progress to the project sponsor.
- Prepare reports for and attend meetings with Chief Officers and the Police, Fire and Crime Commissioner highlighting compliance and how the estate assets are being used and developed to meet the corporate goals and objectives.
- As a Head of Estates manage all aspects as required for the on-going maintenance of the existing estate such as: Health and Safety, PFI contracts, asset database and participate in benchmarking studies.
- Continually review the ongoing provision of estate professional services to customers within the OPFCC, making changes to service delivery to meet the operational requirements.
- Control the OPFCC Asset Disposal Strategy, providing professional valuation and estate management advice, directing, monitoring, and reviewing consultants, to ensure maximum income is received from disposals including vehicles and equipment.
- Direct and manage all planned property maintenance as part of the Minor Works and Maintenance Programmes, ensuring that requirements and value for money is achieved, and where possible local contractors are considered. Revising and prioritising works as the need arises, arranging for assessments of repairs and assessing the risks involved with the delay of any works, ensuring that delays are kept to a minimum and that the programme is delivered in a cost effective and timely manner.
- Prepare, present and implement strategies to control and enhance estate maintenance together with energy efficiency issues, directing consultants, contractors, monitoring and reviewing performance to ensure best use of resources.
- Manage the production of specifications, tender and contract processes together with overall contract management, in relation to estates and facilities contracts, to attain budgetary targets and performance standards and to maintain the interests of the Police, Fire and Crime Commissioner.
- Ensure that robust process are in place to enable seamless business continuity for both the police and fire estates.

- Promote best practice, adherence to all relevant legal objectives and statutory compliance to ensure informed decision making and the Estates function is delivered is legal, safe and secure.
- To ensure annual budgets for estates is prepared, approved and effectively managed in a timely and accurate manner against measurable targets in accordance with a costed business plan and/or strategy.

Partnership & Commissioning Manager

The post holder is responsible for:

- The successful strategic, operational and day to day delivery of relationships, collaboration and multi-agency working with key partners. These include the Constabulary, County and District Councils, Probation, Criminal Justice, Health and Voluntary Sector partners
- Leading the development and implementation of researched and evidenced based policy and strategy in respect of commissioning community safety, victim services, criminal justice and other areas of priority to ensure the effective delivery of the objectives within the Police Fire and Crime Plan. Providing professional advice in respect of policy and strategy proposals from the Constabulary and leading on securing changes, if required, ensuring proposals support wider policy and are consistent with the Commissioner's strategic direction.
- Leading the development and implementation of effective outcome and performance frameworks for services and arrangements in respect of policing, criminal justice, community safety, victims and other areas of priority within the Police Fire and Crime Plan. Negotiating and driving implementation of improvement plans.
- Delivering effective partnership working to secure change and collaborative commissioning and delivery of services to address the objectives within the Police and Crime Plan, particularly in respect of victim services, community safety, criminal justice and Community Safety Partnerships, working with members of the Police Fire and Crime Panel to provide information on policy and briefings to demonstrate performance and outcomes.
- Providing strategic, operational and day to day delivery of commissioned services, including negotiation and management of multiple contracts/funding and grant agreements on behalf of the Police and Crime Commissioner.

Partnerships & Commissioning Officer x 2

The post holder is responsible for:

- Planning, organising, and delivering OPFCC projects, on behalf of the OPFCC Executive Team, that will address objectives within the Police Fire & Crime Plan. To be the Lead Accountable Officer on specific projects and scrutiny panels as designated by the Partnerships and Commissioning Manager.
- Working with partner agencies (including police, fire and criminal justice) across the county to manage and deliver initiatives. The post holder will be responsible for commissioning services, contract management/performance and review, and developing the right governance infrastructures to support implementation and successful delivery of the projects. This will also include scoping, developing, and writing bids to secure funding for future projects.
- Ensuring projects deliver the required outcomes within agreed constraints of time, cost, quality, scope and risk. The post holder will evaluate the projects and ensure reporting is undertaken in line with requirements.
- To work with victims and partner agencies to understand the changing environment of victims' needs and be the victims' voice in reviewing, evaluating, defining and implementing improvement to services and policy and oversee the auditing compliance of the Safer

Cumbria Quality Assessment Framework.

- To undertake development work in conjunction with the OPFCC Partnerships and Commissioning Team to evaluate services and develop strategy to support victims in partnership with key stakeholders.
- To scope, coordinate, develop and write funding proposals, on behalf of the OPFCC, to secure resources to deliver crime reduction and prevention measures across Cumbria.
- To monitor progress and any deviations from project plans for reporting, making recommendations where appropriate. The post holder will be responsible for taking action when deadlines are not met, inform and advise key stakeholders to agree actions to be taken.
- Developing and manage contract terms and funding agreements that incorporate clear cost and performance measures, qualitative and service standards. To ensure contracts and agreements incorporate specific arrangements for regular monitoring and formal review.
- Ensuring the accurate recording of information and data to enable monitoring and evaluation of the outcomes and benefit realisation of projects.
- Working with the OPFCC Media & Engagement Team to communicate and promote projects internally and externally to key stakeholders, members of the public and others who will be affected by project outcomes.

Safer Cumbria Business Manager

The post holder is responsible for:

- Preparation of CCJB reports and general correspondence
- Co-ordination and administration of meetings
- Agenda and minute preparation, distribution of papers and action plans
- Maintenance of Board and CJ documentation and records
- Recording and distributing communications to members of the CCJB and senior managers within the local Criminal Justice System agencies
- Ensuring actions are brought forward to relevant officers of the Board and deadlines are communicated for actions
- Organisation of facilities, meeting rooms and provision of equipment etc.
- Arranging travel and accommodation for Board Members and Support Team Members to attend national events and workshops
- Assist the Board and its members in the development of CJ Services within Cumbria
- Generally facilitate the work of the CCJB and support the Business Manager as required
- Liaison role between OCJR, Board sponsor, and local strategic partners to facilitate effective communications and joint working

Partnerships Analyst

The post holder is responsible for:

- Analyse a wide range of data, information and intelligence available on crime from the police and wider partners (such as health, education and youth services) to support the Safer Cumbria Partnership in its response to the Government's public health approach to serious violence.
- Producing a detailed strategic assessment document to inform strategic decision-making processes and joint commissioning opportunities on the development of a whole systems multi-agency approach to tackling serious violence in Cumbria.
- Developing a performance management framework and other analytical products to support the delivery of the Safer Cumbria Strategy 2020-2025 across all respective partner organisations.
- Provide their analytical support and guidance in all aspects of crime and community safety.

Blue Light Collaboration Manager

This post holder is responsible for:

- Leading on arrangements for ensuring compliance with the legislative requirements of the Policing and Crime Act 2017 relating to Blue Light collaboration agreements. (The Act cites the relevant bodies for this purpose as being a police body, an ambulance trust and/or a fire and rescue authority in England (Chapter 1, 1, 2).
- Leading on ensuring arrangements meet the duty to keep under consideration and enter into Blue Light collaboration arrangements on the grounds of efficiency, effectiveness and public safety.
- To work across the emergency services sector within Cumbria to lead on the development and delivery of preferred options arising from the options appraisal for police and fire collaboration. This will include the development and delivery of a proposal (“the Business Case”) to the Secretary of State.
- Provide effective management for transitional arrangements, with lead responsibility for the development and delivery of plans, risk register and supporting products, clearly detailing the expectations placed on partners, work stream leads and local implementation teams.
- Lead on the development and implementation of a Corporate Governance Framework.
- Lead on the development and implementation of a Fire and Rescue Plan.
- Support the OPFCC Executive Team, providing advice, guidance and if appropriate delivery to the Commissioner with regard to other potential collaboration.

Blue Light Support Officer

The post holder is responsible for:

- Support and assist the Blue Light Collaboration Manager in the development of the Blue Light collaboration and transformational programme to achieve efficiency and effectiveness across services.
- Undertake research and administrative work to support the Blue Light transformation programme
- Arrange and support meetings in relation to Blue Light collaboration.
- Support and assist the Blue Light Collaboration Manager in their day-to-day functions.
- Support the wider OPFCC team in their day-to-day functions.

Governance Manager

The post holder is responsible for:

- Leading on the development, implementation and management of the arrangements for governance, incorporating executive decision-making, codes of conduct, support to the audit committee and executive board, risk management, equality and diversity, information disclosure and management of complaints correspondence.
- Setting strategy and scrutinising the implementation of governance arrangements for the Office of the Police, Fire and Crime Commissioner.
- Providing the Police, Fire and Crime Commissioner with expert advice, research and information to enable them to adhere to legislative requirements.
- Undertaking the role of Deputy Monitoring Officer to the Chief Executive and acting as Monitoring Officer when required.
- Management and strategic oversight of the scheme for independent custody visitors, ensuring its compliance within statutory requirements.

- Management of the administration office and support arrangements for the Commissioner with responsibility for line management of administration and support staff.

Governance Officer

The post holder is responsible for:

- Management of the Quality of Service Issues process, determining how they should be dealt with, monitoring progression and providing responses.
- Management of the scheme for independent custody visitors, ensuring its compliance within statutory requirements.
- To work alongside the Governance Manager, supporting and assisting in the development and delivery of non-financial governance and statutory duties for the Office of the Police, Fire and Crime Commissioner.

Communication and Policy Manager

The post holder is responsible for:

- Lead on the development of policy for the OPFCC including the local delivery of national government initiatives, supporting the Commissioner with their national portfolios, regional statutory requirements and implementation of the local Police, Fire and Crime Plan.
- Lead on the delivery of all aspects of communications and engagement from traditional to digital, helping to deliver a busy and diverse schedule of media activity, engagement, campaigns and events. Advising the Commissioner on a range of communications issues using their experience and professional judgement.
- Promote public participation and confidence in policing in Cumbria, ensuring two-way communication between the Commissioner and the diverse communities across Cumbria, enabling those communities to have a voice in policing and community safety in their county and build the understanding of the role of the OPFCC.
- To be lead for the OPFCC in horizon scanning to ensure that its policy and communication activities are at the forefront of national activities so that Cumbria is recognised and continues to lead change across policing and fire. This will range from the latest social media trend to national policy changes.
- Develop and implement effective communication and engagement activity aligned to the Police, Fire and Crime Plan and other strategic plans as required. Including activity around mainstream media (MSM), social media, face-to-face engagement activity and stakeholder activity; including delivery against robust measurements and evaluation.
- Develop effective working relationships with key stakeholders in Cumbria Constabulary, Cumbria Fire and Rescue Service, local community safety partnerships, local councils, agencies and stakeholders; and wider criminal justice agencies to promote confidence in policing, fire and community safety. Ensuring the appropriate coordination of activities where necessary.
- Oversee the delivery of effective internal and external communications, developing the corporate style and brand for the Commissioner and ensure it is used appropriately.

Media and Communications Officer

The post holder is responsible for:

- Managing the development and implementation of the Office of Public Engagement on behalf of the Commissioner, which includes raising the public perception of the Office of Police, Fire and Crime Commissioner and managing any reputational risks.
- Management of the arrangements for internal and external communications, incorporating on-going development to meet the Commissioner's statutory responsibilities and priorities within the Police and Crime Plan in relation to public confidence in the police and understanding the needs of communities.
- Management of all aspects of communication from media, marketing, internal communications, PR, e-communications and corporate publications.
- Provide the Office of the Police, Fire and Crime Commissioner with day-to-day media management and identifying pro-active activities as part of the Police and Crime Plan.
- Support for engagement events as required.

Communities Engagement Officer

- Management of the development and implementation of engagement on behalf of the Commissioner which includes raising the public perception of the Police, Fire and Crime Commissioner and managing any reputational risks.
- Management of the arrangements for engagement, incorporating on-going development to meet the Commissioner's statutory responsibilities and priorities within the Police and Crime Plan in relation to public confidence in the police and understanding the needs of communities.
- Management and delivery of all aspects of public, community and office engagement, managing the Youth Commission and working with the Partnerships and Commissioning team to maximise marketing and profile opportunities.
- Provision of consultations for the OPFCC, identifying pro-active activities as part of the Police and Crime Plan.

Executive Support Officer to the Police, Fire & Crime Commissioner

The post holder is responsible for:

- Managing the Police, Fire and Crime Commissioner and Deputy Police, Fire and Crime Commissioner ensuring that they and the Office of the Police, Fire and Crime Commissioner are run in a smooth and effective manner to ensure that it is efficient and effective.
- To manage and ensure administrative information and secretarial support is provided efficiently to the Chief Executive.
- To provide executive assistance to the Police, Fire and Crime Commissioner in undertaking their duties including delegated responsibility for selected tasks, and act as their 'gate-keeper'.

Administration Support Officer x2

The post holder is responsible for:

- To be the first point of contact acting as an interface between the OPFCC, public and partner organisations. Answering routine enquiries, providing information and/or re-directing to appropriate service providers.
- To provide an efficient, high quality support service through a broad range of administrative duties to assist in the smooth running of the Office of the Police, Fire and Crime Commissioner (OPFCC).
- To deal with received correspondence and input onto a case management system. Understanding individual issues seek and prepare information for a response.
- To be self-reliant yet demonstrate good team working skills and will work to established practice and policy.
- The post holder will be based in the OPFCC offices to enable them to carry out reception and support functions.
- To provide an efficient, high quality support service to the Office of the Police, Fire, Fire and Crime Commissioner (OPFCC). Arranging, attending and producing minutes or notes for regular meetings and boards.