



OPFCC Senior Officer Posts

The Police Reform and Social Responsibility Act 2011 makes it a statutory requirement for a Police, Fire & Crime Commissioner to have a Chief Executive and a Chief Finance Officer.

The Elected Local Policing Bodies (Specified Information) Order 2011 requires the Police, Fire and Crime Commissioner to publish details of all senior posts within the Office of the Police, Fire and Crime Commissioner and the roles of all staff. (A Senior post is classed as a member of staff who earns over £58,200 per annum)

Chief Executive - Salary £99,389.00 (Full Time)

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, His 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 - Salary £89,361.00 (Full Time)

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 – Salary £78,685.75 (Full Time)

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.