# Role profile

* **Job title**: Policy and Project Officer
* **Grade:** 7
* **Business area:** Police, Crime and Fire
* **Reporting line:** Principal for Policing and Communities
* **Team:** Police, Crime, Criminal Justice and Fire

## Job Purpose

This post works within the Police, Crime, Criminal Justice and Fire Team, reporting to the Principal for Policing and Communities but also linking into many team areas including criminal justice, victims, gender-based violence and child centred policing.

The post will primarily support the Deputy Mayor’s core role of holding the police to account, with a particular focus on taking forward improvements in custody performance, oversight and scrutiny and related policies and projects.

The post will also offer opportunities to get involved first-hand in delivering these improvements, working closely with people who work within custody settings including Greater Manchester Police, criminal justice partners, Independent Custody Visitors, victims and support organisations as well as directly with people with lived experience.

The post will therefore have a strong focus on partnership working and developing effective working relationships with partner organisations as well as people with lived experience.

## Key working relationships

* Deputy Mayor
* Community and voluntary sector organisations
* Senior Managers and staff within GMCA
* Greater Manchester Police
* Criminal Justice agencies
* Senior Managers from across Greater Manchester’s public sector and stakeholders/partners
* MPs and Councillors
* Legally Qualified Chairs

## Key Responsibilities

1. Work with managers within the team to help ensure effective delivery of improvements in arrest policies and custody practice as well as wider policing matters.
2. Work with managers within the team and key partners including Greater Manchester Police, criminal justice partners, victim support organisations and people with lived experience to develop and support a new scrutiny function to strengthen the oversight of police custody.
3. Develop information sharing processes, policies and procedures to support a new scrutiny and oversight function and its day-to-day workings.
4. Provide project and policy support to the Independent Custody Visitor Scheme and support the development of this function.
5. Draft high-quality agendas and reports to support policy leads and the Deputy Mayor.
6. Use own initiative and autonomy to make day to day decisions with a clear rationale.
7. Manage all documentation, including management of effective record keeping and version control of project documentation and safeguarding sensitive information in line with legislation.
8. Proactively engage, build links with and co-ordinate a wide range of collaborative, trusting, effective partnerships.
9. Research and analyse data, ensuring accuracy, confidentiality and security of the data processed including adherence to relevant legislation.
10. Sensitively deal with complex queries and complaints including the drafting of letters on behalf of the Deputy Mayor and team Director, maintaining confidentiality at all times.
11. Produce high quality, timely reports and briefings, pulling together complex information.
12. Proactively seek solutions to problems using own knowledge and experience.
13. Facilitate the effective co-ordination of the team’s resources in order to manage good governance and follow up of agreed actions.
14. Assist with internal inspection processes such as those conducted by His Majesty’s Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).
15. Manage procurement arrangements and relationships as directed working closely with the Procurement Team.
16. Willingness to visit custody and police settings and develop experience firsthand.
17. Willingness to work flexibly in the evening and weekends as needed and be reactive to the workload as circumstance dictate.
18. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

## General

1. To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
2. When working with other teams internally and externally, collaboration is maximised and agreed activity supported where appropriate.
3. Ensure the services delivered internally and externally are inclusive and accessible.
4. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

* Degree level or relevant role specific professional qualification.
* Proven track record and experience of project management and or policy and initiatives involving multiple partners.
* Experience of persuading and influencing others to deliver quality outcomes.
* Experience of facilitating multi-agency work and meetings.
* Experience of production of high-quality briefing notes and reports.
* Proven high level experience in the use of Microsoft office software and systems including word processing, power point presentations, Microsoft Teams, management reports, databases and spreadsheets.
* Experience of researching and retrieving information, collating data and presenting information in the required format to a high standard.

### Skills, Values & Behaviours

* Extensively developed written and oral communication skills, with experience of drafting complex reports, letters and briefing notes for senior officers.
* Ability to communicate clearly, concisely, accurately and in ways that promote understanding to a range of audiences and organisations.
* Proven interpersonal, influencing and negotiating skills in dealing with people at all levels – senior managers, stakeholders, politicians, colleagues and members of the public.
* A willingness to develop firsthand experience of the custody setting and policy areas listed and work with people with lived experience.
* Excellent organisational skills with the ability to prioritise conflicting demands.
* Flexible approach and the ability to respond positively to changes in the allocation of work at short notice.
* Ability to plan effectively in the short, medium and long-term in order to deliver high quality work within required timescales.
* Day to day decision making with a clear rationale and have a degree of autonomy to achieve the aims and objectives of the strategy.
* Able to identify and maintain confidentiality of sensitive information.
* Ability to use in house applications, systems and associated software packages.
* Ability to develop systems to manage documentation and Home Office reporting.
* Strong administrative skills and the ability to cope with a varied workload and work under own initiative.
* Ability to develop and accurately maintain effective systems in a rapidly changing environment.
* Excellent understanding of the Greater Manchester Combined Authority, the Greater Manchester landscape and experience of working across a range of partner organisations.
* Applied understanding of equality and diversity issues in relation to workplace and service delivery.
* Self-motivation and ability to deal with a demanding workload and deliver consistently to deadlines.
* Ability to work flexibly and creatively as part of an effective team.
* Commitment to high standards of customer care and public service.
* Requirement to travel to attend meetings including to visit custody settings when required which may include overnight stays.
* Occasional requirement to attend residential training courses.
* To be willing to work flexibly as occasional evening and weekend working may be required.
* Willingness and ability to travel across the county when required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate).

The role holder will be subject to an enhanced level of police vetting.

This post is a politically restricted post, as defined by the Local Government and Housing Act 1989 (as amended by Section 30 of the Local Democracy, Economic Development and Construction Act 2009) on one of the following grounds:

* the post is that of a Chief Officer or Deputy Chief Officer or
* the post has delegated powers to discharge the functions of the Authority; or
* the duties associated with the post include giving advice on a regular basis to the Authority, to Committees or Sub-Committees of the Authority (including member panels, Sub-Committees etc.) or to joint committees on which the Authority is represented or give advice to Executive Members, Committees or speak to the media.

The post holder has a right to appeal to the GMCA Chief Executive against the classification of their post as politically restricted.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*