



# Office of the Police and Crime Commissioner

## CHIEF CONSTABLE FOR DEVON, CORNWALL AND THE ISLES OF SCILLY

### ROLE AND JOB DESCRIPTION

#### POST TITLE

Chief Constable

#### ACCOUNTABLE TO

Police and Crime Commissioner

#### LOCATION

Police HQ, Exeter

#### SPECIAL CONDITIONS

The nature of the post will require the post holder to work outside normal office hours and at weekends on a regular basis

#### RESPONSIBLE FOR

- a) Supporting the PCC in the delivery of the strategy and objectives set out in the Police and Crime Plan.
- b) Delivering efficient and effective policing in Devon, Cornwall and the Isles of Scilly.
- c) Fulfilling all professional and legal obligations of the office of Chief Constable.
- d) Working with the PCC and other public, voluntary and private sector agencies to deliver, sustain and promote trust and confidence in policing in Devon, Cornwall and the Isles of Scilly.

## CORE RESPONSIBILITIES

(As described in the National Competency Framework – Competency Requirements of Chief Officer Ranks)

Core Responsibility Area		Activity	
1	<b>Managing the Organisation</b>	1.1	Create a shared vision, mission and set of values to give purpose to the Force
		1.2	Provide strong leadership for the Force
		1.3	Create and maintain productive working relations with the Police and Crime Commissioner
		1.4	Lead organisational change
		1.5	Promote and develop quality standards within the Force
		1.6	Monitor and review organisational performance
		1.7	Formulate organisational objectives and standards of performance
		1.8	Ensure provision of capacity and capability to deliver the Strategic Policy Requirements
		1.9	Promote equality, diversity and human rights in working practices and service delivery
2	<b>Partnership Working</b>	2.1	Develop, implement and review community safety strategies in support of the PCC commissioning strategy
		2.2	Promote and manage partnership policing
		2.3	Improve services through collaboration
3	<b>Managing and Developing People</b>	3.1	Develop individuals' and teams' to enhance performance
		3.2	Coach and mentor senior staff
		3.3	Set, monitor and maintain standards of professional conduct and integrity
		3.4	Promote standards of professional conduct across the Force
		3.5	Carry out performance reviews and monitor outcomes
4	<b>Police Operations</b>	4.1	Ensure the effective handling of major and critical incidents
		4.2	Set strategy for policing operations
		4.3	Develop Force operational strategies and contingency plans for major incidents and disorder
5	<b>Investigation</b>	5.1	Determine and review authorisations
		5.2	Develop, implement and review volume crime related strategies
		5.3	Promote and develop the quality of major crime investigation
6	<b>Marketing and Communication</b>	6.1	Promote and manage Force relations with the media
		6.2	Manage the media during major enquiries and incidents
7	<b>Custody and Prosecution</b>	7.1	Develop, implement and review criminal justice strategies and practices
		7.2	Lead the development of criminal justice strategies
8	<b>Finance and Resources</b>	8.1	Ensure the effective management of finance and resources
		8.2	Secure finance and resources to meet organisational plans

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

- a) Experience of operating at a strategic level to manage and develop the organisation.
- b) Experience of leadership across a range of operational and organisational policy functions.
- c) Relevant operational experience with evidence of the effective management of critical and major incidents.
- d) Evidence of drive and the ability to deliver high levels of performance.
- e) Evidence of a commitment to community and customer focus at a senior leadership level.
- f) Effective change management experience.
- g) Evidence of continuing professional and personal development.

## **PERSON SPECIFICATION**

The Police and Crime Commissioner requires the postholder to be able to display the skills expected of a Chief Constable in accordance with the Policing Professional Framework – Personal Behavioural Qualities.

### **Policing Professional Framework (PPF)**

#### **Chief Constable**

#### **Personal Qualities**

##### **Decision making**

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly and the inter-relationship between different options at a local and national level, assessing the costs, risks and benefits of each. Prepared to make the ultimate decision, even in conditions of ambiguity and uncertainty. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

##### **Leadership**

##### **Leading strategic change**

Thinks in the long term, establishing a compelling vision based on the values of the Police Service, and a clear direction for the Force. Instigates and delivers structural and cultural change, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Identifies better ways to deliver value for money services that meet both local and national needs, encouraging creativity and innovation within the force and partner organisations.

##### **Leading the work force**

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment throughout the Force by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development within the Force, giving honest and constructive feedback to colleagues and investing time in coaching and mentoring staff.

##### **Managing performance**

Translates the vision into action by establishing a clear strategy and ensuring appropriate structures are in place to deliver it. Sets ambitious but achievable timescales and deliverables, and monitors progress to ensure strategic objectives are met. Identifies and removes blockages to performance, managing the work force and resources to deliver maximum value for money. Defines what good

practice looks like, highlighting good practice. Confronts underperformance and ensures it is addressed. Delegates responsibilities appropriately and empowers people to make decisions, holding them to account for delivery.

### **Professionalism**

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility throughout the Force. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions, demonstrating courage and resilience in difficult situations. Remains calm and professional under pressure and in conditions of uncertainty. Openly acknowledges shortcomings in service and commits to putting them right.

### **Public service**

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing effective partnerships at a local and national level. Understands partners' perspectives and priorities, working cooperatively with them to develop future public services within budget constraints, and deliver the best possible overall service to the public.

### **Working with others**

Builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communication processes work effectively throughout the Force and with external bodies. Consults widely and involves people in decision-making, speaking in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Negotiates effectively with local and national bodies, representing the interests of the Police Service. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively. Fully commits to team decisions.