

## Planning and Governance Officer

<b>Service Unit</b>	Corporate Services
<b>Team</b>	Corporate Services
<b>Responsible to</b>	Corporate Services Manager
<b>Scale and Salary Range</b>	Scale 6/SO1
<b>Vetting Status</b>	Standard
<b>Politically Restricted</b>	No
<b>CVF Level</b>	CVF Level 1

### Job Purpose

To provide support to the Corporate Services Manager on all matters relating to corporate governance and planning.

To develop and maintain appropriate corporate governance and planning systems and processes.

To operate as an active member of the Corporate Services department contributing towards the strategic management and development of the Force and delivery of its objectives and priorities.

### Principal Duties and Responsibilities

- To assist in the preparation of the Force corporate plan, supporting the strategic planning process and decision making mechanisms
- To prepare the annual governance statement and undertake an annual review of the corporate governance framework, providing regular updates to the Force and the Audit Committee.
- To provide advice and guidance to the Force on all aspects of policy development. To manage and maintain a policy framework which ensures that policies are published, kept current, version controlled and remain fit for purpose.
- Actively monitor internal and external developments in terms of their impact on planning and governance arrangements and be actively involved in the creation and evaluation of innovation business solutions that support continuous improvement.
- To coordinate preparation of the annual Force Management Statement to agreed timescales.
- To coordinate the completion of tasks that relate to corporate planning and governance by the Corporate Services Officers.
- To collate and analyse data from a variety of sources to inform corporate planning and governance activities.
- Represent Corporate Services on relevant issues at a local, regional and national level, as required.
- Prepare and deliver reports and presentations, in an appropriate format and to a level suitable for a variety of audiences, both internal and external to the organisation.
- Contribute to force projects and programmes, and provide support to the Programme Management Office as required.

## Planning and Governance Officer

- To be familiar and comply with all relevant Health and Safety, Operational, Human Resources, Data Protection, MOPI, Risk Management and Financial Regulations, policies and procedures and to contribute to the development of new policies and procedures where applicable.
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

### Note

**The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.**

**All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).**

**All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.**

Person Specification	
Essential knowledge, skills, and experience (E)	Desirable knowledge, skills, and experience (D)
Knowledge and Qualifications	
Degree (or equivalent) of a management or research based nature or other relevant subject or extensive experience in the field.	In depth knowledge of local/national policing plans, legislative requirements and quality standards across all aspects of Force delivery.
Qualification in or experience of data and techniques.	Knowledge of change management.
IT skills (Word, Excel and PowerPoint).	Prince 2 Practitioner management qualification or relevant experience.
Experience	
Knowledge and experience of corporate governance.	Project management experience.
Knowledge and experience of strategic planning and organisational management.	Experience of working in a public sector organisation.
Skills and Abilities	
Excellent inter-personal skills.	Ability to demonstrate continuous personal development.
Ability to work, with accuracy for sustained periods of time, to undertake analysis and interpretation of complex information.	A strategic perspective of criminal justice, community safety and partnerships.



## Planning and Governance Officer

Ability to research, assimilate and assess complex information and present findings clearly and concisely.	Knowledge of police legislation, national policies and procedures and quality standards.
Excellent written and verbal communication skills and ability to write clear and concise management reports.	
Ability and confidence to deal effectively with and provide advice/guidance to staff at all levels, including senior officers.	
Ability to work independently and use own initiative .	
Excellent attention to detail with ability to critically analyse and challenge.	
Excellent time management and decision making skills .	
Ability to work in a challenging environment and manage conflicting demands.	
Able to demonstrate creativity and innovation in problem solving and evidence of using own initiative successfully.	
Ability to plan and prioritise resources effectively.	
Self-motivated but can also be a strong team player.	
Highly competent practitioner in using Microsoft packages such as Excel and Word to accurately input complex data, analyse information for decisions and prepare high quality written reports.	
<b>Other</b>	
Treat all people with dignity and respect.	
Have the stamina and determination to cope with a busy schedule.	
Have a flexible approach to work.	

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**

Version Control	
Reason for Version Change	Version date
Creation of new role	11 Feb 2020



## Planning and Governance Officer

### Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager

Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing's Competency and Values Framework for Policing (2017). A candidate's behaviours/values will be measured at interview.

Competency	Level 2 – Middle Manager
<b>Emotionally aware</b>	<ul style="list-style-type: none"><li>• I consider the perspectives of people from a wide range of backgrounds before taking action.</li><li>• I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</li><li>• I promote a culture that values diversity and encourages challenge.</li><li>• I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</li><li>• I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</li><li>• I take the responsibility to deal with any inappropriate behaviours.</li></ul>
<b>Taking ownership</b>	<ul style="list-style-type: none"><li>• I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</li><li>• I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</li><li>• I am accountable for the decisions my team make and the activities within our teams.</li><li>• I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</li><li>• I actively encourage and support learning within my teams and colleagues.</li></ul>
<b>Collaborative</b>	<ul style="list-style-type: none"><li>• I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</li><li>• I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</li><li>• I understand the local partnership context, helping me to use a range of tailored steps to build support.</li><li>• I work with our partners to decide who is best placed to take the lead on initiatives.</li><li>• I try to anticipate our partners' needs and take action to address these.</li><li>• I do not make assumptions. I check that our partners are getting what they need from the police service.</li><li>• I build commitment from others (including the public) to work together to deliver agreed outcomes.</li></ul>
<b>Deliver, support and inspire</b>	<ul style="list-style-type: none"><li>• I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</li><li>• I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</li><li>• I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</li></ul>



## Planning and Governance Officer

	<ul style="list-style-type: none"> <li>• ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</li> <li>• I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.</li> <li>• I motivate and inspire others to achieve their best.</li> </ul>
<b>Analyse critically</b>	<ul style="list-style-type: none"> <li>• I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</li> <li>• I think about different perspectives and motivations when reviewing information and how this may influence key points.</li> <li>• I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</li> <li>• I understand when to balance decisive action with due consideration.</li> <li>• I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</li> <li>• I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.</li> <li>• I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</li> </ul>
<b>Innovative and open-minded</b>	<ul style="list-style-type: none"> <li>• I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</li> <li>• I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</li> <li>• I am flexible in my approach, changing my plans to make sure that I have the best impact.</li> <li>• I encourage others to be creative and take appropriate risks.</li> <li>• I share my explorations and understanding of the wider internal and external environment.</li> </ul>

Values	All Levels
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public.</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations.</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours.</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations.</li> <li>• I am open and responsive to challenge about my actions and words.</li> <li>• I declare any conflicts of interest at the earliest opportunity.</li> <li>• I am respectful of the authority and influence my position gives me.</li> <li>• I use resources effectively and efficiently and not for personal benefit.</li> </ul>
<b>Impartiality</b>	<ul style="list-style-type: none"> <li>• I take into account individual needs and requirements in all of my action.</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same.</li> <li>• I always give people an equal opportunity to express their views.</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all.</li> </ul>



## Planning and Governance Officer

	<ul style="list-style-type: none"><li>• I value everyone's views and opinions by actively listening to understand their perspective.</li><li>• I make fair and objective decisions using the best available evidence.</li><li>• I enable everyone to have equal access to services and information, where appropriate.</li></ul>
<b>Public Service</b>	<ul style="list-style-type: none"><li>• I act in the interest of the public, first and foremost.</li><li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times.</li><li>• I seek to understand the needs of others to act in their best interests.</li><li>• I adapt to address the needs and concerns of different communities.</li><li>• I tailor my communication to be appropriate and respectful to my audience.</li><li>• I take into consideration how others want to be treated when interacting with them.</li><li>• I treat people respectfully regardless of the circumstances.</li><li>• I share credit with everyone involved in delivering services.</li></ul>
<b>Transparency</b>	<ul style="list-style-type: none"><li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.</li><li>• I am clear and comprehensive when communicating with others.</li><li>• I am open and honest about my areas for development and I strive to improve.</li><li>• I give an accurate representation of my actions and records.</li><li>• I recognise the value of feedback and act on it.</li><li>• I give constructive and accurate feedback.</li><li>• I represent the opinions of others accurately and consistently.</li><li>• I am consistent and truthful in my communication.</li><li>• I maintain confidentiality appropriately.</li></ul>

Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>