


SUMMARY OF MAIN DUTIES	OPCC Evaluation & Scrutiny Officer Band E / F – career progression	 South Yorkshire Police and Crime Commissioner <i>Your Voice</i>
RESPONSIBLE TO: Head of Governance		
RESPONSIBLE FOR: None		
SPECIFIC CONDITIONS OF SERVICE		
Ability to travel within and outside South Yorkshire boundaries appropriate to the role		
Casual car user with the appropriate business car insurance		
Willingness to work outside normal office hours when business needs require, cognisant of the need for work / life balance		
High level of discretion and be subject to the appropriate level of vetting		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
Purpose of Post		
Provide independent and impartial advice to:		
<ul style="list-style-type: none"><li>○ Support the Police and Crime Commissioner in the oversight and scrutiny of service providers in their delivery of the Police and Crime Plan priorities.</li><li>○ Assist the Police and Crime Commissioner in “holding to account” the Chief Constable , focussing on those matters / issues of key significance to South Yorkshire communities.</li><li>○ The Local Criminal Justice Board in relation to the delivery of the LCJB priorities and outcomes.</li><li>○ The PCC in the management of the LCJB advisory bodies/ Panels in their programmes of work and the value they add</li></ul>		
Main Duties:		
<ul style="list-style-type: none"><li>• Work with the Police and Crime Commissioner and his senior managers to design, configure, deliver, evaluate and review the programme of activity by which the Police and Crime Commissioner holds South Yorkshire Police and those he commissions to account for delivery of the strategic priorities</li><li>• Develop and maintain of the Police and Crime Commissioner’s police and partners performance monitoring arrangements to inform progress in relation to the efficient and</li></ul>		

effective delivery of the priorities set out in the Police and Crime Plan,

- Provide expert advice to directly support the Police and Crime Commissioner in his 'holding to account' role including briefings, probing HMICFRS inspection reports and reports of other relevant inspectorates, as well as national commissioning bodies, and monitoring the Force and partner response to these, reporting on performance outliers, exceptions and emerging issues
- Work with the Engagement and Communications Team in their activity including survey work and the monitoring, assessing and interpreting public opinion and its impact on the Police and Crime Commissioner's policy development and planning.
- Support the Local Criminal Justice Board Manager and Performance Assessment Officer in identifying performance improvement opportunities to assist the Board in realising efficiency savings/ service delivery and process improvements.
- Provision of relevant briefings/presentations to a range of stakeholders, including the Police and Crime Commissioner, Public Accountability Board, OPCC Senior Management Group, Local Criminal Justice Board and other Boards/ Fora established under the Chairmanship of the PCC.
- Develop and maintain productive and co-operative working relationships with all relevant parties, including the Force and service providers that enable the Police and Crime Commissioner / LCJB to better understand specific issues that impact on the delivery of Plan priorities and outcomes.
- Contribute to the development of Police and Crime Plan strategic priorities and associated outcomes.
- Manage and co-ordinate reviews / projects in order to ensure delivered on schedule
- Provide relevant briefings / reports / presentations to a range of stakeholders, including the Police and Crime Commissioner, Public Accountability Board and OPCC Senior Management Group.
- Facilitate workshops and meetings as required

**General Duties:**

- Demonstrate personal responsibility at all times and work flexibly across business area boundaries looking for opportunities to continuous improvement and innovation at the appropriate grade
- Support the delivery of the OPCC Business Plan, including the upholding of the OPCC Ethos and Values, and achievement of objectives
- Personal responsibility for ensuring compliance with all OPCC policies and procedures, including Health and Safety
- Assist with all requests for information under the Freedom of Information Act, ensuring compliance with the legislative timeframes and to produce performance management information
- Contribute to the development and maintenance of administrative systems within the OPCC
- Undertake such other duties, commensurate with the nature and responsibilities of the post