



EMILY SPURRELL
MERSEYSIDE POLICE
& CRIME COMMISSIONER

JOB DESCRIPTION QUESTIONNAIRE

DIRECTORATE: Office of the Police and Crime Commissioner

DEPT/DIST:

SECTION:

JOB TITLE: Head of Political Liaison and Internal operations

REPORTS TO: Chief Executive OPCC

CURRENT RANK/GRADE: Grade I

DATE: July 25

1. JOB PURPOSE:

Responsible for serving as a key advisor on political engagement and stakeholder relations to provide the Police and Crime Commissioner (PCC) and Deputy PCC with expert professional and strategic advice on all relevant political matters.

Manage the day-to-day internal operations of the office ensuring smooth coordination across functions and teams to uphold high standards of governance and service delivery

2. PRINCIPAL ACCOUNTABILITIES:

- a) Operate as a key advisor to the PCC/DPCC, always providing sound advice and expert political judgement. This includes active, real time political monitoring and analysis to ensure the PCC/DPCC are equipped with timely, informed insights to make strategic decisions and respond effectively to the evolving political landscape.
- b) Working with different directorates and policy teams across the Local Authority, Combined Authority, APCC, NPCC putting forward the PCCs point of view, commissioning information and co-producing briefs and speeches. This promotes alignment and influence across key stakeholders, ensuring the PCCs priorities are represented and supported in regional and national forums.

- c) Attend meetings on behalf of the OPCC and monitor parliamentary activity at local authority meetings and national and press coverage ensuring the PCC is fully briefed maintaining situational awareness to ensure the PCC is well-informed to engage proactively with emerging issues and public discourse.
- d) Support the Chief Executive in the delivery of their responsibilities and initiate actions as required in response to complex or urgent situations that may arise in their absence safeguarding the organisation's ability to respond swiftly and effectively to critical developments.
- e) Work effectively and lead a team carrying out assurance and business support activity and maintain oversight of the performance analysis function ensuring high quality work and successful outcomes driving organisational performance and accountability by ensuring robust internal processes and evidence-based decision making.
- f) Lead and manage the relationship with the Merseyside Police and Crime panel to ensure they can review, scrutinise and support the Commissioner within the constraints of the legal framework in order to uphold transparency and democratic oversight, fostering trust and constructive engagement with the scrutiny body.
- g) Take responsibility for leading on specific workstreams including but not exclusively devolution and the police landscape reform and contribute to the development of an evidenced based approach to policy development and design to support strategic innovation and reform by ensuring policies are grounded in data, research and stakeholder input.
- h) Shape and drive the delivery of a coherent programme of work as directed by the priorities outlined within the Police and Crime Plan with a focus upon tangible deliveries and impact including the provision of timely reports and updates to the Police and Crime panel, ensuring strategic priorities are translated into measurable outcomes and that progress is clearly communicated to the panel at regular intervals.
- i) Be responsible for the creation and development of the Police and Crime Plan and annual report offering direction to internal resources to achieve the plan objectives, providing a clear strategic framework for the organisation to ensure accountability through transparent reporting of progress and achievements.
- j) Ensure a high-quality secretariat service is delivered for formal meetings including meetings with the Chief Constable, Senior Officers, MPs, Councillors, the Metro Mayor and the third sector and take a customer focused approach to statutory duties in the office such as freedom of

information requests, subject access, misconduct hearings, police appeal tribunals, pension forfeitures and complaint reviews. This supports effective governance, stakeholder engagement and legal compliance, reinforcing the credibility and professionalism of the OPCC.

- k) Support the PCC's responsibilities for safe and legal information management, data quality, information sharing, intelligence, and information security in accordance with the College of Policing Guidance on the Management of Police Information to achieve compliance with the Statutory Code of Practice, to ensure legal and ethical handling of sensitive information, protecting public trust and organisational integrity.

3a. KNOWLEDGE AND EXPERIENCE

- The post holder must have: -
- Hold a degree in Politics or a related field or has equivalent experience in Politics, Policy and Communication.
- Experience in research and analysis of policies and their applicability to a local area.
- Detailed knowledge and experience of politics, politicians and the demands of a busy political office.
- A proven record of establishing successful working relationships, both internal and with partners to get results
- Proven experience of report writing and delivering presentations.
- Understanding of and sensitivity to working successfully within a political context and governance framework, including connectivity between the national and local.
- High degree of political awareness with the ability to negotiate sensitive political issues and broker solutions confidently.
- Strong organisation, planning and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks.
- Strong and proven experience of delivering results within a fast-paced political office environment including the ability to manage time and projects effectively and find innovative solutions.

- Significant experience of providing day to day direct support to a politician or senior figure, including advising on key areas of strategy such as policy prioritisation and reputation management.
- Experience of leading a team across a diverse range of functions.

3b.

Not applicable

4. RELATIONSHIPS:

Supervisory responsibilities.

a) Supervisory Responsibilities

6 staff, (3 x Grade E, 2 x Grade D, 1 x Grade C)

b) Supervision Received:

The post holder will report directly to the **Chief Executive OPCC.**

The post holder will be expected to support the work of the OPCC as directed by Line Manager.

c) Other Contacts:

i) Within OPCC

Regular contact with the PCC/DPCC, Chief Executive, Chief Finance Officer, Line Manager and other OPCC colleagues

ii) Outside OPCC

Local Authorities, Liverpool City Region Combined Authorities, PCCs, Mayors, MPs, Councillor's, Government departments, Association of Police and Crime Commissioners (APCC), Association of Police and Crime Commissioners Chief Executives (APACE), National Police Chiefs Council, Ministry of Justice, Home Office, Dept for Levelling Up, Housing and Communities.

5. CONTEXT:

a) Operating Environment

The post holder will report directly to the Chief Executive

The post holder will attend weekly meetings to report on the progress of their work, and blockages or issues that have been encountered since the previous meeting.

- To provide a service within a 36.5-hour week (flexi-time system), Monday to Friday - however, there will be a need for flexibility and a requirement to work flexible hours to meet deadlines because of the nature of the role.
- The post holder must be willing to travel for business purposes and occasionally work outside of core hours to meet organisational need and facilitate networking opportunities.
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- **b) Framework and Boundaries:**
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- Merseyside Police/OPCC Policies and Procedures.
- Procurement Legislation.
- Local & National Conditions of Service.
- General Data Protection Regulations.
- Financial Regulations/Standing Orders
- Police Reform and Social Responsibility Act 2011
- Devolution White Paper
- Police Landscape Reform

c) Organisation:

- Scrutiny and Research Officer (Force Scrutiny)
- Police Complaint Review Adjudicator (PSD reviews)
- Business Support and Accountability Manager (Misconduct)
- Private Secretary and Business Support Officer – secretariat
- Victims and Volunteer Coordinator – Animal Welfare, Independent Custody Visitor Scheme.

6. DIMENSIONS:

Financial:

N/A

Staff: *Numbers who report to you directly or indirectly, indicating where appropriate, a financial breakdown.*

a) 6

Other: *Indicate any other magnitudes which help to clarify the job, e.g., number of customers, suppliers, geographic territory.*

7. JOB CHALLENGES:

This is a newly created role that will operate in a fast-paced, high-pressure environment during a period of significant change across OPCCs.

The post holder must be politically astute and act as a trusted political advisor to the PCC and Deputy PCC.

They will be expected to apply their existing knowledge and understanding to complex processes, demonstrating sound judgement and accountability.

8. ADDITIONAL INFORMATION:

THIS IS A POLITICALLY RESTRICTED POST.

9. ORGANISATIONAL STRUCTURE:

10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn: