



**EMILY SPURRELL**  
MERSEYSIDE POLICE  
& CRIME COMMISSIONER

## **JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)**

### **HMI CATEGORY CODE:**

### **DIRECTORATE:**

Office of the Police and Crime  
Commissioner (OPCC) for Merseyside

### **AREA/DEPT:**

### **FAU:**

### **SECTION:**

### **JOB TITLE:**

**SCRUTINY AND IMPROVEMENT  
OFFICER**

### **REPORTS TO:**

Head of Business & Executive Operations

### **CURRENT RANK/GRADE:**

**E**

### **DATE:**

October 2024

### **1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To provide comprehensive advice and support to the Police & Crime Commissioner (PCC) and the OPCC Senior Management Team in areas of scrutiny, performance and business change.

To develop a performance management and scrutiny process and plan to ensure that the PCC discharges their responsibility relating to scrutiny of the Force commensurate with all relevant legislation with particular emphasis on the objectives set out in the police and crime plan.

Responsible for all management, delivery and responsibilities associated with HMICFRS, other external reports and recommendations.

A clear understanding of the strategic policing and business priorities of the Force and Police and Crime Commissioner, and its context in relation to the political, social and economic factors.

To ensure that the community of Merseyside are provided with appropriate information regarding the PCC's scrutiny of the Chief Constable of Merseyside Police.

## **2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Provide scrutiny advice and support to the Police & Crime Commissioner and the Office of the Police & Crime Commissioner.
- b) Co-ordinate and oversee the forward planning process to ensure that key issues relating to scrutiny of the Chief Constable are appropriately identified and included in the development of the Police and Crime Commissioner's Force scrutiny process.
- c) Co-ordinate and oversee the PCC's forward planning process, working with the Chief Executive, the Chief Finance Officer and the Head of Private Office to ensure that key issues relating to formal decision making in the forthcoming year are appropriately identified and included in the development of the annual scrutiny and performance Plan.
- d) Responsibility for identifying and monitoring of outcomes of Police and Crime Plan ensuring feedback and outcomes are provided to the PCC and OPCC senior leadership team.
- e) Lead on all performance management matters in relation to the functions associated with enabling the PCC to hold the Chief Constable to account.
- f) Monitoring OPCC key performance indicators related to all functions of the OPCC.
- g) Work with the PCC's Press Secretary to promote the performance scrutiny role of the PCC to the public and ensure that the performance and scrutiny information is published and complies with the legal requirements of the specified information order.
- h) Identify and share evidence based good practice in the area of scrutiny and change.
- i) Access, download and interpret national datasets and scorecards to monitor the performance of Merseyside Police to provide the PCC and OPCC with written and verbal briefings on relevant issues to Merseyside.
- j) Represent the Police & Crime Commissioner and the Office of the Police & Crime Commissioner at appropriate meetings.
- k) Continually develop the PCC's scrutiny function to ensure that it remains fit for purpose and reflects national good practice, national requirements and emerging themes.

- l) Represent the OPCC on APACE and APCC national performance meetings and working groups and provide verbal and written briefings to the PCC and OPCC staff on relevant topics
- m) Manage the PCC's response to reports and requests produced by His Majesty's Inspector of Constabulary and Fire and Rescue Services (HMICFRS) and ensure that key issues emanating from HMICFRS reports are given appropriate prioritisation in the performance and scrutiny process. Including researching the inspection topic, gaining a detailed understanding of business area in order to advise and brief the PCC appropriately.
- n) Internally monitor the implementation, by Merseyside Police, of the recommendations and Areas for Improvement made within HMICFRS inspection reports. Understand and provide detail to the PCC about the impact of these recommendations on the services provided to the public by Merseyside Police.
- o) Prepare written briefings/presentations for the PCC, CEX and OPCC Management Team on a broad range of strategic issues that may have an impact on policing on Merseyside. This includes preparation of Force responses to government, APCC and College of Policing consultation processes on a range of issues affecting policing, and briefings in advance of visits to or by MPs, Home Office Officials, dignitaries etc.
- p) Prepare scrutiny and performance related reports for the police and crime panel when required.
- q) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- r) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing.
- s) Manage and support the PCC Independent Scrutiny Advisors, ensuring they are fully briefed and have a good understanding of all relevant topics.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder requires the ability to interpret legislation emanating from central government together with an understanding of performance management systems utilised in policing and criminal justice and the capability to interrogate such systems to achieve the desired performance scrutiny related outcome. This will require the post holder to be able to display well-developed interpretative and analytical skills, including data analysis skills.

The post-holder must have excellent written and verbal communication skills including the ability to communicate with a variety of audiences through a range of mechanisms. The post-holder will be required to present orally and visually to the PCC and other senior post-holders and produce a range of formal reports.

An ability to absorb a breadth of information and through subsequent analysis and interpretation, distil key facts into concise briefings and reports to strategically position and support the OPCC in the short, medium and long term to enable the PCC and Senior OPCC staff to lead, direct and develop the organisation.

The post-holder will require an understanding of policing, the post of PCCs and local and national community and policing issues. The post holder must be educated to degree level or equivalent in a relevant subject.

The post holder must have well-developed interpersonal skills, with the ability to communicate at all levels internally and externally to support and develop good working relationship with staff across the OPCC, Merseyside Police and partners.

The post holder must have the ability to independently prioritise and organise a varied workload whilst still being innovative and focused on delivering results. This will require the post holder to plan, prioritise, and accurately record work thereby achieving deadlines, handling multiple briefs and progressing work flow through various stages.

The post-holder should possess a full driving license to travel around Merseyside to meet the demands of the post.

This post has been identified as politically restricted.

### **3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

#### 4. RELATIONSHIPS:

(a) ***Supervisory responsibilities:***

N/A

(b) ***Supervision Received:***

The Post holder will report to the Head of Business and Executive Operations, however will have direct contact with the PCC.

(c) ***Other Contacts:***

(i) ***Within OPCC:***

Regular contact with: All OPCC staff

(ii) ***Outside OPCC:***

Merseyside Police Officers and Staff  
Other OPCCs,  
Association of Police and Crime Commissioners  
Association of Police and Crime Commissioners Chief Executives  
HMICFRS

#### 5. CONTEXT:

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

The post holder will work within the flexi time scheme.

(b) ***Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

OPCC policies and procedures  
Merseyside Police policies and procedures  
Relevant legislation  
Local and national conditions of service  
Force policies and procedures  
Data Protection Act  
Financial Regulations

(c) ***Organisation:*** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

*Financial:* N/A

*Staff:* N/A

*Other:* The PCC has a legal responsibility to hold the Chief Constable to account for the delivery of an efficient and effective police force. The post holder is therefore required to contribute to the PCCs business objectives at a high level of competence.

Failure to do so will result in reputational damage to the PCC, Merseyside Police with the potential to negatively affect the legitimacy of Merseyside Police and the PCC.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The post holder will be expected to ensure that the PCC is able to carry out the performance management and scrutiny role laid down in the police reform and social responsibility act 2011 to a high standard.

The post holder will be required to understand the national and regional context of the functions of the PCC to ensure that the PCC is able to articulate their approach to performance and scrutiny of the Chief Constable of Merseyside Police at the strategic and tactical level.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

**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