

ROLE PROFILE

Role Title	Research Manager	Reporting to	Head of Delivery
		District/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure	Permanent	Rank/Grade	POB

Part A – JOB DESCRIPTION

Overall purpose of role	Responsible for research, provide expert and professional advice, information and support to the PCC but also to the OPCC and partners. Working closely with the DPCC and Head of Delivery, provide the engine that drives the development and delivery of the Police and Crime Plan, ensuring that we understand the needs of our communities and are effectively monitoring OPCC, police and partner performance, keeping West Yorkshire safe and feeling safe.
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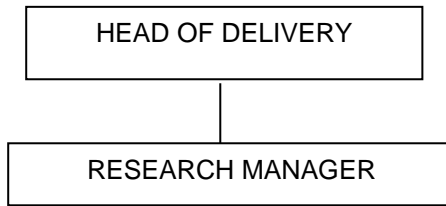
Key outputs for role	
	<ol style="list-style-type: none"> 1. Responsible for leading on and managing the research activities of the OPCC, to provide the expert professional, information, advice and support to the PCC to deliver on their statutory functions and to deliver, with partners, on the outcomes and priorities set out in the Police and Crime Plan. 2. Listening to people and understanding the needs of our communities is key to keeping West Yorkshire safe and feeling safe and ensure the PCC is regularly consulting with communities and with partners in a meaningful way to inform the activities of the PCC and to inform the development of the Police and Crime Plan. 3. Responsible for performance, monitor the performance of the OPCC, police and partners through 'Delivery Quarterlies' to ensure we are delivering on the outcomes and priorities within the Police and Crime Plan. 4. Monitoring ongoing performance, alert the PCC to exceptional police performance at a county, district or neighbourhood level for improved understanding and awareness, to discharge their statutory functions effectively. 5. Working closely with the DPCC and the Head of Delivery as part of the wider external affairs team, manage and deliver on the research, performance and information capacity required by the PCC and the OPCC. 6. Conduct and manage quantitative and qualitative research, gathering, analysing and interpreting relevant data to inform the PCC's decision making and strategic planning, including the analysis of consultations. 7. Providing a professional market research capability through expert consultancy and advice, direct work to obtain information cost effectively, responding to the needs of the PCC and partners. 8. Provide expert professional reports and briefings, making recommendations and advising the PCC and representing the PCC in strategic discussions with the police and other partners. 9. With a flexible approach to working within a dynamic and changing environment, provide any other support necessary to enable the PCC to fulfil their role.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Required to lead with others on the development and delivery of the Police and Crime Plan • Work closely with the DPCC and the Head of Delivery • Required to support the PCC on policy and performance development • Provide advice, information and represent the PCC in strategic discussions with delivery partners • Provide any other support necessary to enable the PCC to fulfil their role
Work/Business contacts
<p>Internal: PCC and staff across the OPCC, staff and officers across WYP.</p> <p>External: Members of the public across West Yorkshire, other OPCCs, local authorities and other partners from across sectors, elected representatives, government departments, other public bodies, HMIC and APCC</p>

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Degree level or equivalent in a related professional area	Essential
• Experience of designing and conducting research using both qualitative and quantitative methodologies	Essential
• Proven ability to gather, analyse, interpret and report information using computerised applications software	Essential
• Experience of managing research projects within fixed deadlines	Essential
• Experience of policy development	Essential
• Membership of a professional body e.g. Institute of Statisticians	Desirable
• Knowledge/experience of police or similar public sector organisations	Desirable
• Knowledge of evidence based practice	Desirable
Other (Physical, mobility, local conditions)	
• Ability to travel across West Yorkshire and nationally to attend events as needed	Essential
• Be available outside normal hours to provide advice and support to the PCC	Essential
• Ability to work flexibly to support the work of the OPCC	Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • Thorough understanding of the functions, responsibilities and policies of the OPCC, West Yorkshire Police and the context in which they operate • Has a clear appreciation of the corporate governance arrangements that apply to policing and the role of Commissioners in these arrangements • Can advise the Commissioner on policy and performance against a range of targets and wide strategic issues • Has developed a range of effective methods of researching, analysing reporting and presenting information • Has the ability to judge the impact of decisions on the reputation of the PCC • Has established links and credibility with key individuals and partners

Structure



PART B – SKILLS FOR JUSTICE OPCC PERSONAL QUALITIES

<i>National Competencies</i>	<i>Level</i>		<i>Level</i>
• Service the public	PO	• Managing performance	PO
• Professionalism	PO	• Decision making	PO
• Leading strategic change	PO	• Working with others	PO
• Leading the workforce	SO		

EO = Executive officer level; PO = Principal officer level; SO = Senior officer level; **SP = Support officer level**

PART C - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	9/5/17