

ROLE PROFILE

Role Title	Criminal Justice Advisor	Reporting to	Chief Executive
		District/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure	3 year fixed term	Rank/Grade	POE

Part A – JOB DESCRIPTION

Overall purpose of role	As Criminal Justice Advisor advise the Head of Policy and the PCC on the Criminal Justice system working for our communities. Advise and support the PCC in chairing the Local Criminal Justice Board and working better with partners to further develop a more connected, effective and efficient Criminal Justice system across West Yorkshire, delivering on the outcomes and priorities in the Police and Crime Plan.
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Key outputs for role
<ol style="list-style-type: none"> 1. Working closely with the Head of Policy, you will act as the PCC's expert advisor providing high quality specialist advice and briefings on the criminal justice system and to other key stakeholders and strategic partners. 2. Manage and deliver a programme of specific projects agreed by the PCC, LCJB and other key stakeholders to a high standard and within agreed timescales. 3. Responsible for delivering on the outcome that criminal justice works for our communities and delivering a more connected, effective and efficient criminal justice system and through partnership working, a West Yorkshire wide approach to development of criminal justice. 4. On behalf of the PCC, lead the development of projects within the work of the LCJB and Criminal Justice regionally and nationally to share best practice and to inform service delivery across the county but also to ensure positive change locally and nationally for West Yorkshire. 5. With a strong understanding of criminal justice policy and direction work with decision makers and influencers and provide strategic advice and support to the PCC and partners with regular and timely progress reports on strategic goals and activities of the strategic partnerships. 6. Consulting with partners, work on the development of West Yorkshire level information sharing arrangements in support of criminal justice development. 7. Advise the PCC and partners on criminal justice development representing the PCC at a strategic level both regionally and nationally. 8. 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. 9. Maintain a range of contacts outside the organisation with Senior Civil servants, Policy leads, Academia and with the Commissioner, MPs. The OPCC supports learning and development along its priorities which will form a part of with informed learning and reflection.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Provide advice and support to the Head of Policy and the PCC • Provide leadership and advice across the OPCC and partners • Support and provide direction in the delivery of the Police and Crime Plan • Support and provide direction where appropriate to ensure the outputs of the role are achieved • Provide any other support necessary to enable the PCC to fulfil their role.

Work/Business contacts

Internal: PCC and staff across the OPCC, shared services, staff and officers across WYP.

External: Courts Managers/Prison & Probation Directors, CRC Directors, Ministry of Justice Policy Makers, CPS nationally

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Educated to degree level with a recognised qualification in a related field or substantial experience at a strategic and worked actively or demonstrated a commitment in this field | Essential |
| • Extensive understanding and knowledge of the criminal justice system | Essential |
| • Experience of managing complex multi-agency partnership working | Essential |
| • Excellent communication skills including succinct report writing. Experience of presenting high quality information to groups using a variety of mediums | Essential |
| • Experience of designing and managing research projects within fixed deadlines | Essential |
| • Experience of working effectively with colleagues at different levels including senior managers and leaders | Essential |
| • Experience of working with diverse communities | Essential |
| • Ability to demonstrate an understanding and knowledge of criminal justice reform | Essential |
| • Motivated self-starter with a demonstrable commitment to this area of work | Essential |

Other (Physical, mobility, local conditions)

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| • 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 |
| • Able to work flexibly to support the work of the OPCC | Essential |

Expertise in Role - After initial development - Level 2

- Has a thorough understanding of the Office of the Police and Crime Commissioner for West Yorkshire and West Yorkshire Police, Local Criminal Justice Board members and the context in which they operate
- Has advised the Police and Crime Commissioner across a range of topics to assist him delivering his Police and Crime Plan
- Has demonstrated the ability to judge the impact of decisions on the reputation of the PCC, West Yorkshire Police and partners
- Has established links and credibility with local government, OPCC executive officers, and other key partners
- Has demonstrated the ability to plan, develop and implement internal and external strategies to support the Police and Crime Commissioner to deliver on the outcomes and priorities in the Police and Crime Plan

Structure

CHIEF EXECUTIVE

CRIMINAL JUSTICE ADVISOR

PART B – SKILLS FOR JUSTICE OPCC PERSONAL QUALITIES

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

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

PART C - ACCESS & VETTING

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