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| **Job Description**   |
| **Date:** | November 2023 |
| **Job Title:** | **Head of Violence Reduction and Prevention** |
| **Post Number:** |  |
| **Division/Department/Section:** | Violence Reduction and Prevention, OPCC |
| **Line Manager:** | Director of Operations |
| 1. **PURPOSE**
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| The role leads the prevention and violence reduction function for the Police and Crime Commissioner (PCC), with a key role in influencing the development and delivery of a Violence Reduction Unit – adopting a multi-agency approach to prevent, reduce and tackle the key drivers of serious violence.The post holder will manage and undertake research, analysis and interpretation of relevant police and partnership performance data and evidence gathering relating to prevention and violence reduction to inform the work of the OPCC and provide strategic policy advice to the PCC and the Senior Management Team.The post holder will bring together partners and stakeholders to ensure a collaborative and sustainable approach to prevention and violence reduction across Dorset, as well as ensure the views of the PCC are properly represented at a local, regional and national level. |
| 1. **POSITION IN THE ORGANISATION**
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| **2.b Roles that work directly for this post.** |
| Policy Manager x 1CDP Manager x 1Performance and Insights Manager x 1Policy and Commissioning Officer x 1 |

| 1. **MAIN RESPONSIBILITIES**
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| **What is the post responsible for? (INPUT)** | **With what results? (OUTPUT)** |
| The post holder will work closely with and take direction from the OPCC Executive to lead the Commissioner’s Prevention and Violence Reduction function. Duties will include managing analysis, research, development, and delivery of policy initiatives, plans and programmes.  | Ensures that the relevant PCC prevention and violence reduction strategies are well informed and that the PCC and OPCC staff are informed about relevant national and local developments having an impact on these areas. |
| To deliver a new and distinct operating model for a Dorset Violence Reduction Unit, which takes a public health approach and brings together existing prevention and violence reduction groups and structures to maximise collaboration, co-production, cross-agency and place-based working throughout Dorset.  | Ensures that Dorset benefits from a fit for purpose Violence Reduction Unit, able to bring benefit to communities.  |
| As required, oversee and coordinate the production and delivery of any necessary mandatory products for the Home Office including grant returns, annual strategic needs assessment, response strategy, annual report and sustainability plans. | Ensures compliance with national rules and guidelines and that appropriate information and performance data is available to decision makers. |
| Support the Senior Management Team to design, develop and implement a multi-year strategy which supports delivery of prevention and violence reduction activities across Dorset. To include clear plans to ensure Police and Crime Plan delivery, and to help translate the vision of the PCC into realistic, evidence-based policy solutions. | Ensures effective delivery against policy objectives contained within the Police and Crime plan. |
| Source the best policy advice and guidance for the Commissioner, ensuring the wider local, national and, where appropriate, international operational context is covered. To include identifying the need for prevention and violence reduction services, leading the production of evidence-based business cases and ensuring robust evaluation methods inform future decisions.  | Support the PCC in discharging their statutory responsibilities by ensuring that the PCC, Chief Executive and OPCC colleagues are fully briefed and kept up to date about key issues and developments. Ensuring that the SMT are provided with sound information so that the best decisions can be taken on behalf of the public. |
| Taking direction from the OPCC Senior Management Team to develop, maintain and influence a network of internal and external stakeholders, including colleagues in similar roles elsewhere. Advise the PCC on opportunities to align wider community safety work across the county by suggesting strategies for engaging, negotiating, and influencing stakeholders and partners to mobilise their resources against shared outcomes including the Police and Crime Plan. | Ensures that OPCC strategy and policy are fully informed by the views of others, and that delivery against OPCC and policing priorities are proactively supported by partners and stakeholders. |
| To act as the lead strategic advisor at relevant Violence Reduction governance meetings and to support the OPCC attendance at relevant boards and meetings as appropriate, by:* Reviewing and interpreting supporting material and documentation,
* Providing timely and expert advice, progressing matters requiring decision, scrutiny and/or action.
* Deputising for the OPCC Senior Management Team as needed.
 | Ensures that decisions and updates relating to Violence Reduction follow the agreed and proper governance. Ensure that relevant information and data is effectively communicated for meeting participants. |
| Provide high quality and timely draft responses to the OPCC Senior Management Team in response to consultations by the Home Office, other Government Departments, and other relevant bodies, having consulted appropriate colleagues and organisations.  | Ensures that the Dorset PCC’s views are fed into national consultations and debates so the policies can be shaped and influenced, and our views are respected. |
| Support the Chief Executive in the relationship with the Police and Crime Panel, including drafting reports and responding to queries from Panel members as relating to prevention and violence reduction. | Ensures the OPCC both fulfils its statutory functions in relation to and actively supports the work of the Police and Crime Panel.  |
| Ensure (through liaison with the Governance and Contact Teams who lead in this area) FoI requests received by OPCC and relating to prevention and violence reduction, are provided with a contextual response. | Ensures the OPCC both fulfils its statutory functions in relation to FoI, and actively seeks opportunities to provide informative responses to members of the public. |
| Undertake analysis and interpretation of police performance data and the production of timely associated briefings to the PCC, Chief Executive and OPCC colleagues.  | Ensures that the PCC, Chief Executive and OPCC colleagues are well briefed and kept fully informed on police performance, including key successes or concerns and emerging trends to support the PCC’s role of holding the Chief Constable to account. |
| All work carried out by the post-holder is required to be delivered at the best speed, quality, and value.  | Ensures best value for the public purse. |
| This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues. | Completion of duties to meet the needs of the Police Service. |

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| **4. CONTACTS****Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.** |
|  | PCC  |
|  | OPCC Senior Management Team and other OPCC colleagues (notably the Policy and Commissioning team) |
|  | Policy and delivery colleagues in partner and stakeholder agencies |
|  | Dorset Police officers and staff |
|  | National, regional and local Violence Reduction Units and PCC Representative Bodies |
| * 1. **SPECIAL CONDITIONS/ADDITIONAL INFORMATION**

**List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.** |
| 1. The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.
2. The nature of the work is not always ‘9 to 5 weekdays. The post-holder would be expected to work outside normal hours if circumstances demanded this and would be expected to respond positively to pre-notified out-of-hours requirements to support OPCC needs. Where necessary, appropriate enhancements will be paid.
3. This is a politically restricted post.
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| * 1. **HEALTH & SAFETY TRAINING**

**Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required, e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]** |
| Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.You are advised to read the Force’s Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities. |
| * 1. **HEALTH MONITORING**

**Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?** |
| N/A |
| * 1. **VETTING**

**Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., ‘this post is subject to standard recruitment vetting’ or ‘this post is subject to higher level vetting’. Vetting clearance will need to be obtained prior to appointment of a candidate.** |
| Recruitment level. |
| * 1. **TERMS OF APPOINTMENT**
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| The salary will be within **OPCC Grade J**. For full salary range refer to Dorset Police Staff pay scales.The current core business hours will be as determined by your senior management and will be in accordance with the Alliance Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision. This post is based at Force Headquarters, Winfrith, Dorset. **This is a politically restricted post**. |

| * 1. **PERSON SPECIFICATION**
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| **Essential Criteria** |
| **Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.** |
| **Criteria to be measured** | **Competencies Required** |
| **Criteria A** | Education to degree level or equivalent or relevant experience, with five years post degree experience in a public sector organisation. |
| **Criteria B** | A sophisticated knowledge and understanding of the development and implementation of prevention and violence reduction strategy within public authorities.  |
| **Criteria C** | Experience of managing people in multiple disciplines, including appraising, developing, supporting and motivating individuals. Confident dealing with performance issues and able to nurture a cohesive team culture to ensure high performance in a department where demand outstretches capacity. |
| **Criteria D** | The ability to work unsupervised – able to identify work that needs to be done and able to make sound decisions, find solutions to problems and produce written material for the PCC that requires little, if any, intervention from the Senior Management Team.  |
| **Criteria E** | The ability to understand and analyse complex information quickly, to give clear, concise and authoritative advice and able to negotiate and exert influence when required. |
| **Criteria F** | Able to think laterally, for example to consider who might be affected by a draft policy and who should therefore be consulted about the policy. |
| **Criteria G** | Highly developed written and oral communication skills with an ability to write clear and concise responses to consultations and draft policies. |
| **Criteria H** | Excellent administrative and organisational skills including a capacity for multi-tasking and the ability to work to tight deadlines. |
| **Criteria I** | Excellent IT skills including Microsoft Excel and other Microsoft office applications and the ability to interpret and present statistical and qualitative data. |
| **Criteria J** | The ability to relate to and gain the confidence of people at all levels within the Office of the PCC, the Force and partner agencies, and to develop networks.  |

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| **Desirable Criteria (if applicable)** |
| **Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.** |
| **Criteria to be measured** | **Competencies Required** |
| **Criteria K** | Understanding of the roles of a Police and Crime Commissioner in the broader policing, criminal justice and community safety landscape. Experience of working with members in a political environment. |