

To: Kent and Medway Police and Crime Panel
Subject: Chief Executive confirmation
Date: 10 October 2024

Background:

1. Under the Police Reform and Social Responsibility Act 2011, Police and Crime Commissioners are required to appoint 'a person to be the head of the commissioner's staff' (Schedule 1, 6 (1)(a)).
2. The Police and Crime Panel has a statutory duty under the Police Reform and Social Responsibility Act to hold a confirmation hearing for all senior appointments made by a Police and Crime Commissioner. Senior appointments are defined as the Commissioner's Chief Executive, Chief Finance Officer, and where relevant, Deputy Commissioner.
3. Under Schedule 1 (9) of the Act, the Commissioner must notify the Police and Crime Panel of his proposed appointment, and include the following information in the notification:
 - The name of the nominated candidate.
 - The criteria used to assess the suitability of the candidate.
 - Why the candidate satisfies these criteria.
 - The terms and conditions upon which the candidate is to be appointed.
4. The purpose of the confirmation hearing is to enable the Police and Crime Panel to review the recruitment process and to make recommendations on the proposed appointment. Following the confirmation hearing, the Panel must make a report to the Commissioner, including a recommendation as to whether or not the candidate should be appointed. The Commissioner may accept or reject this recommendation.

Recruitment process:

5. This section provides information on the recruitment process for the Commissioner's Chief Executive. It details the nature of the role, the conditions upon which the successful candidate is to be appointed as well as the criteria used to assess the suitability of candidates.
6. The Commissioner wished to reach the broadest possible audience, and to that end decided to employ a recruitment agency. Three agencies were approached, and two decided to submit proposals. Of the two, Gatenby Sanderson provided the most comprehensive approach, at the lowest price.
7. A professional recruitment pack was compiled, and is attached at Appendix A. The role was advertised as 'Chief of Staff', but the Commissioner has decided that Chief Executive would allow for greater national consistency. Both a standard advertisement process (through traditional media) and a targeted one were employed, with Gatenby approaching a very wide range of potential candidates through professional channels. The PCC was updated on a weekly basis on how the search was progressing.
8. There were 28 applications for the role. Each candidate submitted their CV, a covering letter, and provided a short video on why they were seeking the role. Gatenby sifted the applications into A (for definite consideration), B (for possible consideration) and C (not suitable) to aid shortlisting. Gatenby also provided a breakdown of the candidates' profiles, in terms of protected characteristics. Following a review of all the applications, the Panel decided to only progress candidates in the "A" category, given their strength, in the shortlisting process.

9. The PCC's panel met to consider the applications on the 9th July. The panel was comprised of PCC Katy Bourne; Cllr Matt Boughton (Tonbridge and Malling Borough Council); and the current Chief Executive, Mr Adrian Harper. Mr Peter Buffoni, of Gatenby Sanderson, also attended the meeting to provide professional advice. Four candidates were shortlisted.
10. The four candidates were invited to a briefing day on the 12th July. The aim of the briefing day was to provide both an overview of the Commissioner's work, and to ensure a level playing field. Candidates were provided with a briefing in advance; and on the day, briefings were provided by:
- The PCC
 - The Chair of the Joint Audit Committee
 - An Independent Custody Visitor
 - Staff from within a Commissioned Service for victims
 - The manager of Victim Support
- In addition, candidates then had the opportunity to individually meet both with the above, and members of the PCC's Senior Management team.
11. Interviews were held on the 22nd July. In addition to the Panel members, there was an Independent Member, Ms Caroline Wells, present as well as a member of the PCC's senior management team. This was to ensure that the process was demonstrably fair and professional. Ms Wells has a long association with both the KPA (sitting on the Standards Committee) and with the PCC's Office, sitting on the panel that decides on pension forfeitures. She has an extensive background in dispute resolution and professional mediation in both the public and private sector.
12. Ms Wells has confirmed that in, her professional opinion, the process was open, fair, and transparent.
13. All candidates were given the first question to prepare in advance and assessed against the Competencies and Values Framework at Level 3 (the highest level). The scoring range was 1 to 5. The areas tested were:
- Partnerships
 - Strategic change & leadership
 - Political awareness
 - Integrity
 - Delivery
14. Additionally, candidates underwent a psychometric test in advance of the interviews. Mr Buffoni, of Gatenby, and Susanna Gill, presented their assessment and findings at the beginning of the interview date.
15. Of the four candidates, three attended the interview. Of those three, the PCC is proposing to appoint Mr David Paul.

Proposed appointment:

16. The Commissioner is proposing to appoint Mr David Paul, who was unanimously supported by the Panel, on the following grounds:
- His extensive experience in policing, including as Assistant Chief Officer for South East Forces, leading on technology enabled transformation; Assistant Chief Officer with the National Police Chiefs' Council on Pay and Workforce issues; and Programme Director with the Metropolitan Police;
 - His work with Central Government, across a range of Cabinet Office posts, including Chief of Staff for the Prime Minister's Strategy Unit;
 - His experience in working across the criminal justice system, and establishing effective relationships with a wide range of partners;
 - His track record in delivering savings: for example, a £32 million programme whilst Head of Strategy and Performance at Sussex Police;
 - His broad experience across HR, IT strategy and development, management consultancy (including with IBM, KPMG, and PA Consulting), and collaboration.
17. During the interview process, Mr Paul gained the highest score of all the candidates across each of the individual questions, including integrity and political awareness.

Recommendation:

18. The Kent and Medway Police and Crime Panel is asked to support the appointment of Mr David Paul as the Kent Police and Crime Commissioner's Chief Executive.
19. Mr Paul's previous work within policing meant that vetting and other arrangements could be expedited. This allowed for a full and comprehensive induction to take place earlier than foreseen. This was viewed as especially important given that Mr Paul had no previous connection to Kent Police or the OPCC, and the on-going issues relating to North Kent Police Station. It was also a key time for planning the new Police and Crime Plan, and the inaugural meetings of the Commissioner's new Rural Crime and Retail Crime Boards. Mr Paul has therefore been working on a temporary basis in the OPCC since 9th September. The PCC is clear that this decision in no way usurps the role of the Police and Crime Panel in confirming the appointment, but felt it was in the best interests of his Office, and of ensuring business continuity, that Mr Paul was able to work with Mr Harper for four weeks prior to the Police and Crime Panel meeting on October 10.
20. Mr Paul would be appointed on the same pay, terms and conditions as the out-going Chief Executive, Mr Harper, as per the candidate pack.
21. The Panel is invited to consider the evidence provided; whether this meets the requirements as outlined in the legislation; and to confirm the appointment.



Candidate Pack
Chief of Staff to the Police and Crime Commissioner,
Kent

 **GatenbySanderson**

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June 2024

Table of Contents

Message from Police and Crime Commissioner of Kent.....	3
About Police and Crime Commissioners and our work in Kent.....	4
OPCC organisation chart	5
Role profile	6
Person specification	9
Terms and conditions of appointment.....	14
Timetable of appointment.....	15
How to apply	15
Advertisement.....	17



Message from Police and Crime Commissioner of Kent



Thank you for your interest in becoming the next Chief of Staff in the Kent Office of the Police and Crime Commissioner.

Having been re-elected for my third term in 2024, I am looking for an individual who can drive my ambitious programme, continuing to make Kent safer. I have a strong track record delivering for Kent, overseeing:

- An increase in police officers to over 4 200
- A reduction in crime of 13% since 2019
- A doubling of funding for Victims' Services

As Chief of Staff, you will be the key individual responsible for delivering my manifesto and new Police and Crime Plan, ensuring that the relentless focus on driving down crime, making our streets safer, and providing services for victims is maintained.

You will also be someone who can work proactively with stakeholders and partners, across the Criminal Justice sector, and with third sector organisations, getting the best out of everyone. Critically, this includes my statutory duty to hold the Chief Constable to account for the performance of Kent Police.

As head of paid service, you will be responsible for a small team, but overseeing a budget of nearly £495 million. You will need to be a visible and inspirational leader, making sure your team have the right environment to deliver.

My joint vision, with the Chief Constable, is to make Kent a safe place for people to live, work and visit. If you think that you can deliver this, then I look forward to hearing from you.

Matthew Scott

Police and Crime Commissioner
Kent

About Police and Crime Commissioners and our work in Kent

The role of the Police and Crime Commissioners (PCCs) was first created in 2012. Matthew was re-elected for his third term in 2024.

The role of the PCC is to be the voice of the people and to hold the Chief Constable to account. They are responsible for the totality of policing, with the aim to cut crime and deliver an effective and efficient police service within their police force area. They are elected by the public, ensuring the police are answerable to the communities they serve.

PCCs ensure community needs are met as effectively as possible, and improve local relationships through building confidence and restoring trust. They work in partnership across a range of agencies at local and national level to ensure there is a unified approach to preventing and reducing crime.

Under the terms of the Police Reform and Social Responsibility Act 2011, PCCs must:

- secure an efficient and effective police for their area;
- appoint the Chief Constable, hold them to account for running the force, and if necessary dismiss them;
- set the police and crime objectives for their area through a police and crime plan;
- set the force budget and determine the precept;
- contribute to the national and international policing capabilities set out by the Home Secretary; and
- bring together community safety and criminal justice partners, to make sure local priorities are joined up.

PCCs are expected to adhere to the Seven Principles of Public Life, as determined and published by the Nolan Committee - the '[Nolan Principles](#)'.

Kent Police and Crime Information

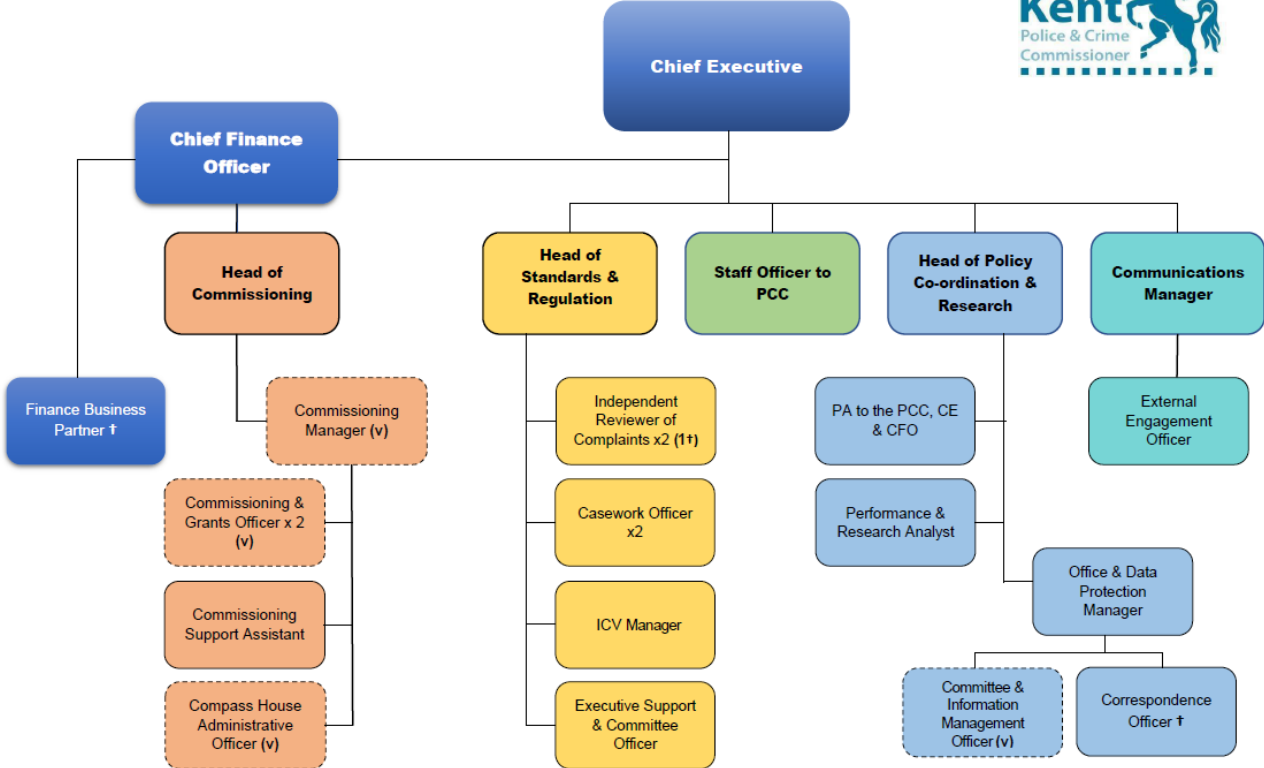
Further information relating to the Police and Crime Commissioner for Kent is available here:

<https://www.kent-pcc.gov.uk/>

OPCC organisation chart

The structure for the Office of the Police and Crime Commissioner includes

Office of the Kent Police and Crime Commissioner Organisational Structure



† Part-time post (v) Vacant (new role)

Rev: June 2024

Role profile

Job Title: Chief of Staff

Responsible To: The Police and Crime Commissioner

Direct Reports: From org chart

Grade and Salary: Up to £110,000

Hours: 37 hours per week

Due to the nature of the role, the post holder will be required to work flexibly in terms of hours worked each week in order to fulfil the role. The post holder may be required, at times, to work evenings or weekends, for which no additional remuneration is paid.

Location: The Office of the Police and Crime Commissioner is based at the Kent Police Headquarters in Maidstone.

Security requirements: Given that this role will require security clearance, applicants must have at least five years' continuous residency in the UK at the date of application.

Applicants must be UK or EU citizens or have indefinite leave to remain in the UK. The post is subject to successful vetting and is politically restricted.

Terms and Conditions: The terms and conditions for this post are in line with those for police staff.

Equality Commitment: The Police and Crime Commissioner is committed to equality and welcomes applications from suitably qualified people from all sections of the community, in order to reflect the diversity of the community we serve.

As part of this commitment all applicants with a registered disability who meet the essential criteria will be invited to interview.

Description and core purpose of role

The Chief of Staff to the Police & Crime Commissioner (PCC) will support the elected Commissioner for Kent in making a real difference, supporting the delivery of a police service that reflects the needs of the community, putting victims and witnesses at the heart of the criminal justice system, and delivering tangible improvements in policing and relevant parts of the criminal justice sector that fall within the PCC's remit.

The remit is to provide effective leadership on behalf of the PCC, to enable them to successfully fulfil their statutory obligations. To guide and manage the delivery of the PCC's Police and Crime Plan, so that its objectives are fully achieved. To engage fully with Kent Police and local and national partners, and continue to identify new and innovative ways of working. To manage the Office of the PCC, and provide clear and effective leadership to OPCC staff. Supporting the PCC to ensure that the PCC's budget in excess of £495m is properly and effectively used by the Chief Constable in furtherance of his statutory duties and the priorities of the PCC. Direct responsibility for the management of the PCC's budget of £5.5m.

Main responsibilities

- Be the lead officer responsible for driving the delivery of the PCC's Police and Crime Plan, coordinating the workstreams of senior staff, ensuring that timescales are adhered to and objectives met, resolving and overcoming any obstructions, ensuring that the PCC can effectively demonstrate that the public's priorities are being met.
- Lead on all aspects of engagement with the public, internal and external stakeholders and partnership organisations, on behalf of the PCC, including press conferences, press releases, website management, launches of new initiatives, planning of community engagement itineraries, open meetings and publications/ documentation etc., ensuring that any information released into the public domain is high quality and accurate.
- Develop the short, medium and long term strategies required to successfully support the PCC and manage the OPCC, completing horizon scanning and anticipating future requirements whilst adapting existing strategies in response to evolving issues arising at a local or national level in the volatile policing and policing governance landscape.
- Manage and regularly review the support framework required by the PCC, providing options and recommendations, implementing any structural changes and maintaining an overview of activity, in order to adjust the structure and skills available, and maintain the provision of effective support services to the PCC at all times.
- Manage the staff of the OPCC providing inspirational and motivational leadership, especially during times of change, taking responsibility for all associated aspects of recruitment, selection, development, training, welfare, performance and disciplinary issues, in order to ensure that the OPCC is staffed with appropriately skilled and motivated people at all times.

- Manage, drive, review and develop all aspects of OPCC performance, updating strategies, working practices and protocols as required, in order to provide a high-quality responsive service to the PCC at all times.
- Undertake the statutory governance duties of the role Chief of Staff as directed by the PCC as detailed in the Police Reform & Social Responsibility Act 2011, including ensuring financial propriety, providing advice and recommendations to the PCC to enable and assist the OPCC to fulfil all their statutory functions effectively and efficiently.
- Represent the OPCC at high level meetings both internally with Kent Police and partners, and externally with the Police and Crime Panel, MPs and local authorities, the Home Office, His Majesty's Inspectorate of Constabulary Fire and Rescue Services, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level as required, ensuring that the OPCC leads and contributes to the consideration of high level issues concerning policing and reducing crime.

Vetting level:

Security Check (SC)

Person specification

Necessary experience:

The post holder will be a graduate calibre professional with high levels of honesty and integrity combined with senior level management experience and a track record of successful delivery of business aims and objectives, and change management at that level. The ability to rapidly familiarise, assimilate and understand information about the police service, Kent Police and national and local issues that affect the policing of the county is vital, especially in a fluctuating landscape.

The post holder will be used to solving problems at the highest level, and have wide-ranging experience of planning, organising and implementing activities on a short, medium and long term basis at both strategic and operational levels. As an experienced leader, you will be accustomed to providing clear, objective, authoritative and impartial advice based on analysis and interpretation of complex information and situations. As an effective horizon scanner, you should be able to anticipate the needs of the PCC and present information before it is requested.

The post holder will have many years' experience of successfully managing individuals and teams at every level, to get the very best out of your staff to ensure they deliver key objectives, and possess excellent interpersonal skills that you can adapt to any situation.

Behaviours: (these are aligned with the College of Policing's Competency Values Framework)

Analyse Critically (Level 3)

I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios. I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial. I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations. I use my knowledge of the wider external environment and long-term situations to inform effective decision making. I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support.

Collaborative (Level 3)

I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures. I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private). I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the Office of the Police and Crime Commissioner. This allows the Police and Crime Commissioner to play a major role in the delivery of services to communities. I create an environment where partnership working flourishes and creates tangible benefits for all.

Deliver, Support and Inspire (Level 3)

I challenge myself and others to bear in mind the Police and Crime Commissioner's vision to provide the best possible service in every decision made. I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals. I ensure that everyone understands their role in helping the Office of the Police and Crime Commissioner to achieve this vision. I anticipate and identify organisational barriers that stop the Office of the Police and Crime Commissioner from meeting its goals, by putting in place contingencies or removing these. I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes. I demonstrate long-term strategic thinking, going beyond personal goals and considering how the Office of the Police and Crime Commissioner operates in the broader societal and economic environment. I ensure that my decisions balance the needs of my own organisation with those of the wider police service and external partners. I motivate and inspire others to deliver challenging goals.

Emotionally Aware (Level 3)

I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate. I actively ensure a supportive organisational culture that recognises and values diversity and well-being and challenges intolerance. I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed. I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions. I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.

Innovative and Open-minded (Level 3)

I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance. I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements. I work to create an innovative learning culture, recognising and promoting innovative activities. I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere. I carry accountability for ensuring that the Office of the Police and Crime Commissioner remains up to date.

Take Ownership (Level 3)

I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame. I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities. I define and enforce the standards and processes that will help this to happen. I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance. I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance. I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.

Values:**Impartiality (Accredited)**

I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate.

Integrity (Accredited)

I always act in line with the values of the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit.

Public Service (Accredited)

I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services.

Transparency (Accredited)

I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately.

Technical skills:**Business Planning (Level 6)**

Demonstrates a consistently high level of business planning expertise. Able to provide direct input to the Police and Crime Plan and its communication. Maintains and develops information systems to provide timely and accurate business planning data. Provides expert advice and coaching on business planning techniques and methodology to employees of the Office of the Police and Crime Commissioner. Designs templates and other documentation to assist employees of the Office of the Police and Crime Commissioner with business planning.

Community Partnerships (Level 7)

Ensure relevant and effective partnerships are identified, developed and maintained. Example: Develop a partnership strategy to complement the overall Police and Crime Plan. Ensure systems are in place to actively seek new partners and maintain existing relationships, ensuring that all partnership activity is undertaken in a corporate manner. In consultation with partners, establish and agree common objectives and terms of reference. Identify joint initiatives that are consistent with the achievement of both police and partners objectives. Ensure analysis is undertaken to identify and agree joint resourcing proposals in accordance with Best Value principles. Develop systems to monitor and review the ongoing delivery of partnership activity and identify areas for improvement and take appropriate remedial action as necessary.

Health & Safety (Level 5)

Has received training which enables the effective completion of risk assessments and Health and Safety inspections of premises. Identifies defects or hazards and takes action to resolve any apparent health and safety issues within an area or department. Fully accepts responsibility for the safety of members of staff, as well as visitors and contractors. Monitors the application of health and safety related procedures for the area or department. Possession of a certificate level qualification in Health and Safety is desirable.

Inspection (Level 7)

Utilises the results of Inspection findings to assist the PCC in holding the Chief Constable to account.

Internal Consultancy (Level 7)

Consistently delivers high level consultancy expertise to the Police and Crime Commissioner and meets or exceeds expectations by delivering solutions which maximise benefits for the Office of the Police and Crime Commissioner and/or enhance its reputation. Has the presence, energy and credibility to gain the confidence of the Police and Crime Commissioner. Able to build effective and enduring relationships at all levels. Demonstrates strong influencing skills combined with sensitivity to the Office of the Police and Crime Commissioner internal culture and climate.

Interviewing - General (Level 5)

Is a highly experienced interviewer (having accredited skills in recruitment, selection, appraisal, return to work, exit, and / or other managerial type interviews). Has an awareness of non-verbal communication. Provides feedback to colleagues to assist them with the development of their interview techniques. Identifies key issues for examination and maintains effective interview skills even in difficult circumstances and / or complex cases. Has a thorough knowledge of available interview techniques and their applications. Trains and develops others in these techniques.

Journalism and Media (Level 7)

Successfully communicates the strategic messages the Office of the Police and Crime Commissioner wishes to convey to the media both in writing and in face-to-face meetings, briefings and television interviews, regularly involving difficult or hostile circumstances. Delivers press briefings at major incidents relevant to the OPCC. Maintains a comprehensive overview of all national and local issues which may impact upon the Office of the Police and Crime Commissioner and proactively advises the Police and Crime Commissioner on all strategic media related matters.

Knowledge of Police Environment & Policy (Level 6)

Possesses a broad and wide-ranging knowledge of the police service, legislation and policy which is consistent with the demand for strategic influence in respect of particular areas of activity. Will have formed a reliable network of contacts, nationally and locally, which can be used to support and enhance developmental initiatives.

Management of Police Information (MOPI) (Level 7)

If nominated as an Information Asset Owner, or employee with comparable delegated authority, leads and fosters a culture with the Office of the Police and Crime Commissioner that values, protects and uses information for the public good, whether for a policing purpose or internal management processes. Identify and document the scope and importance of all owned information assets; thus supporting the management and maintenance of the Office of the Police and Crime Commissioner's information asset register and ensure all relevant entries are current and reviewed regularly. Foster a culture of continuous improvement encouraged and exemplified by supervised managers at all levels. Ensure that relevant policies and procedures are in place to allow the retention, review and destruction of physical and digital documents and records in accordance with APP for Information Management (incorporating MOPI guidance), Data Protection Act 2018 (DPA) legislation and National Retention policies and is aware of the IAO responsibilities as specified in the NPCC Information Asset Owners Handbook.

Project Management (Level 7)

Proactively identifies the need for, initiates and defines strategic projects which impact across the Office of the Police and Crime Commissioner's boundaries and/ or have national implications. Fully conversant with all best practice project management techniques and able to provide coaching in these techniques to team members and senior employees within the Office of the Police and Crime Commissioner. Successfully manages budgets for major projects.

Risk Management (Level 6)

Able to anticipate, accurately define and establish the relative level of risk arising from events likely to affect the Office of the Police and Crime Commissioner and its relationship with local communities. Responsible for addressing or accepting tactical vulnerabilities in the context of achieving local objectives; balancing multiple, potentially competing risks; and implement changes to policies, working practices and standard operating procedures as required. Identifies and challenges risks arising from collaborative and partnership arrangements. Has an appreciation that seizing opportunities also generates risks.

National Occupational Standards:

AA1 (Level Accredited)

Promote equality and value diversity.

AA2 (Level Accredited)

Develop a culture and systems that promote equality and value diversity.

Terms and conditions of appointment

Please note that, although completely independent from the Police Service, all staff working in the OPCC enjoy the same benefits as police staff.

Salary:

The salary on offer for this post is up to £110,000. In addition, there is membership of the Local Government Pension Scheme, as well as a generous annual leave allowance.

Annual Leave:

28 days rising to 33 after 5 years, plus bank holidays.

Local Government Pension Scheme (LGPS):

An important and valuable part of your package, the scheme is one of the best ways to plan for retirement with an excellent range of benefits that include a tiered ill health retirement package, early payment of benefits, the right to retire voluntarily, flexible retirement, secure benefits, employer's contributions, life cover and family cover - find out more here.

The employee contribution of 9.90% is currently exceeded by the employer's contribution of 16.40%.

Security vetting:

Given the nature of the role and the access you will have to some restricted information, this post is subject to security vetting and Disclosure and Barring Service checks. Should you be successful at interview and not possess the relevant vetting, you will be contacted by Kent Police to progress this.

Political restrictions:

This is a politically restricted post as defined in the Local Government and Housing Act 1989. This means that you cannot be an active member of any political party.

Sickness:

The Entitlements to sick pay for Police Staff are set out in Police Regulations and the Police Staff Council conditions of service which are available upon request.

The Sick Pay scheme is intended to supplement Statutory Sick Pay (SSP) or the Employment and Support Allowance if you are ill. This includes any increase for adult and child dependents, or State Insurance Benefits, so as to maintain pay. The period of sick pay payable is governed by length of continuous years of service.

Timetable of appointment

Closing date for applications (23:59 hours)	28th June (Friday)
Shortlist meeting (for information only)	9th July
Familiarisation day at Maidstone	12th July
Final panel interview with the PCC	22 nd July
Confirmation Hearing with the Police and Crime Panel	TBC (within 21 days of appointment)

How to apply

How to apply	<p>We are seeking to appoint based on a combination of your written application, video submission, and interviews. To apply, please visit our recruitment partner's website at: www.gatenbysanderson.com/job/GSe112307 or by using the 'search for jobs' function at www.gatenbysanderson.com and entering Kent Police and Crime Commissioner, or the reference number 112307. Register on the GS site and then submit the following no later than 23:59hrs on the closing date.</p> <ol style="list-style-type: none"> 1. A tailored CV (maximum 2 pages), setting out your work history (paid or voluntary), responsibilities and achievements as they relate to the role. 2. A targeted cover letter (maximum 2 pages) setting out your experience against the person specification. 3. We want you to be able to meaningfully portray your passion and vision for this role, and we are therefore inviting all applicants to record a video message (of no more than 2 minutes in length) to accompany and strengthen their application. The video is your opportunity to portray yourself beyond the formality of the written word. <p>In that video, you will be asked to answer the following:</p> <ul style="list-style-type: none"> • Why you are interested in working for the Police and Crime Commissioner in Kent, and what will be different about the organisation having served three years in post?
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	<p>4. If successful at the shortlisting stage, you will be asked to provide the following:</p> <ul style="list-style-type: none"> • The names and contact details of two referees. Please note that referees will only be contacted if you are selected for interview. • Relevant identification (i.e. Passport/driving licence). <p>During your online registration process, you will be asked to submit diversity monitoring information. This is very important and will be kept entirely separate from the application process. You will also be asked if you are applying for a guaranteed interview through the Disability Confident Scheme.</p> <p>Should you encounter any issues with your online application please contact mary.dempsey@gatenbysanderson.com quoting the job title/reference number.</p>
<p>Arrangements for interview</p>	<p>If successful with at the initial application stage , you will be called for a face-to-face final panel interview with the PCC and other relevant stakeholders at Kent Police Headquarters in Maidstone on the day shown.</p> <p>Expenses incurred by candidates during the recruitment process will not be reimbursed, except in exceptional circumstances and only when agreed in advance.</p> <p>As an inclusive employer, if you are called for interview and you require any reasonable adjustments or particular arrangements to be made, please do let Mary Dempsey know when you are called for interview.</p> <p>Please let us know as soon as possible if you are unable to meet the proposed interview dates. It may be possible to arrange an alternative date, but this cannot be guaranteed.</p>
<p>Further Information</p>	<p>If you have any questions about the role itself or would like to discuss the post and your fit within the organisation, please contact Sandra Jones on 07826 404091 or Peter Buffoni on 07964 877 654 at GatenbySanderson.</p>
<p>Complaints</p>	<p>If you feel your application has not been treated in accordance with the recruitment principles, or you wish to make a complaint, in the first instance, please raise it with Peter Buffoni, Partner and Head of the Community Protection Practice at peter.buffoni@gatenbysanderson.com.</p>

Advertisement

Chief of Staff to the Police and Crime Commissioner

Kent

Salary up to £110,000pa

The role of the Police and Crime Commissioner in Kent is to set out his ambitions for policing and community safety in the region. To help make those ambitions a reality, he is seeking a highly motivated Chief of Staff who shares those ambitions to join and lead his team.

As well as leading a team of 20, and overseeing the Office and commissioning budget of just over £5.5m, the Chief of Staff will relish working closely with the Chief Constable and his team, partners, local authorities, charities and the third sector across the region.

This is a vital role, helping the PCC to hold the Chief Constable and the Police Service to account for the use of its c. £495 m budget.

To succeed, you will need to be politically astute, and someone who can establish and build strong relationships, and team spirit, within the Office of the PCC and beyond. Someone who will nurture team members, allowing them to maximise their potential. Someone who will also deliver on the implementation of the Police and Crime Plan.

You will have significant experience operating at a comparable leadership level, with high levels of integrity. The role offers an opportunity to make a real difference to the lives of all those who live, work or visit Kent, providing a uniquely stimulating professional challenge.

The role is both subject to security vetting, and is politically restricted. Further information about the role, the required experience and how to apply, can be found at our recruitment partner's site at: www.gatenbysanderson.com/job/GSe112307

For an informal, confidential discussion, please ring GatenbySanderson and speak to Sandra Jones on **07826 404091** or Peter Buffoni on **07964 877 654** at GatenbySanderson.

The closing date for applications is 23:59 on Friday 28th June.

Candidates selected for final panel interview will be invited to attend the Office of the Police and Crime Commissioner at Kent Police Headquarters in Maidstone on Monday 22nd July.