

**Office of the Police and Crime Commissioner
Hampshire & the Isle of Wight**

JOB DESCRIPTION

Job Title	Commissioning and Policy Officer		
Job Grade	PO1		
Vetting level	NPPV level 2	Additional checks required	
Date Evaluated	September 2024	HR signed off	Julian Kloppenborg
Date last reviewed	27/9/2024	Reviewed by	Louise Silverton
Reporting to	Head of Commissioning		
Direct Reports	None		
Relationships	Police and Crime Commissioner for Hampshire and Isle of Wight Chief of Staff and OPCC Senior Leadership Group Hampshire and Isle of Wight Constabulary Criminal Justice Partners, Health, local government and other key commissioning partners Community Safety Partnerships		
Job Purpose	The purpose of the role is to: Research and analyse in order to make recommendations on policy development and commissioning activity to enable the Police and Crime Commissioner to make		

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	informed decisions and deliver on the commitments made in their Police and Crime Plan • Support the Head of Commissioning and Commissioning and Contracts Managers to deliver efficient and effective commissioning and procurement activities • Support the Commissioning Team to undertake performance reviews for services to assess the impact and ensure positive outcomes are achieved for communities of Hampshire and Isle of Wight
Context	As Commissioning and Policy Officer for the OPCC, the post-holder will be responsible for research in thematic areas to gain insights into policy changes, reform and development that may influence commissioning decisions locally. The post-holder will use knowledge and research findings to produce evidence based advice on best practice to support victims of crime and interventions to prevent offending and re-offending. The post-holder will analyse a range of data sources to ensure the OPCC is informed of emerging issues, changing trends and performance delivery. The post-holder will support the Commissioning Team with commissioning, contracting and procurement activity and maximise opportunities to bring additional funding into Hampshire and Isle of Wight.
Key Responsibilities	Analyse and plan Support the Head of Commissioning with the development and implementation of a comprehensive commissioning strategy aligned with the OPCC's objectives and priorities in relation to support for victims of crime and the prevention of offending and reoffending. Build and maintain knowledge on crime, policing and criminal justice, focusing on policy changes and development. Undertake

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	proactive research to identify good practice and innovation in relation to effective services to support victims and interventions to prevent offending and reoffending. Analyse data to assess need and trends and identify available resources and where gaps in provision exist. Work in partnership to develop a thorough understanding of local needs and priorities. Support the Commissioning Team to set priorities, plan services and interventions and secure resource through presenting evidence to the Police and Crime Commissioner to enable them to make informed decisions about efficient and effective use of available funding. Commissioning and procurement Support the commissioning process (through grants and contracts) for a range of services including victim services, crime prevention, rehabilitation and community safety initiatives in accordance with the commissioning strategy and Police and Crime Plan. Assist the delivery of efficient and effective commissioning and procurement activity to meet the required legal standards and public contract regulations. Support the partnership arrangements within a thematic area as agreed with the Head of Service. To make recommendations on commissioning and strategy to continuously improve efficiency and service. Brief the Commissioner on potential commissioning and co-commissioning opportunities, presenting formal decision requests as required. Partnerships and relationship management Support the Commissioning Team to build effective partnerships
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	with Criminal Justice organisations, external service providers, local authorities and other key commissioning partners to develop opportunities for collaborative commissioning and delivery of services. Work in partnership to understand possible constraints on performance and identify solutions for improving performance and standards. Foster relationships with internal stakeholders including the PCC, senior leadership team and operational staff to ensure the commissioning activities align with organisational goals Performance monitoring and evaluation Support the establishment of robust performance monitoring frameworks to assess the effectiveness and impact of commissioned services. Collect, collate, analyse and present performance data in support of decision making processes and to fulfil reporting requirements. Support the Commissioning Managers to ensure contracts and commissioned services are delivering agreed quantitative performance and quality of service outcomes. Support the Commissioning Managers to conduct quality assurance processes with providers. Evidence the impact of services we fund locally, undertaking evaluations of local projects and pilots. Utilise data and feedback to support the OPCC to drive continuous improvement and make informed decisions regarding service delivery and resource allocation. Financial Organise payments to providers from the Commissioning budget with direction from the Grants and Commissioning Business Manager and the OPCC finance team.
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	Support the Commissioning Team to make funding applications to central Government and other funders as required to enable the commissioning of effective and innovative services. Risk management Identify risks in performance and service delivery and support the Commissioning Managers to ensure robust mitigation plans are put in place, escalate all risks to the Head of Commissioning.
Key Decision Making Areas in the Role	Use professional expertise and knowledge to assess applications for funding/tender responses against agreed assessment criteria. Support the Commissioning Managers to give evidenced based recommendations to the Police and Crime Commissioner. Report to senior managers over project options and development, referring unresolved problems and issues to others appropriately. Problem solving and negotiating with stakeholders to achieve widely acceptable solutions. Allocating time and prioritising work to meet deadlines and make best use of resources. Work with service providers to ensure the completion of performance and governance data related to allocated funding.
Role Dimensions– financial (e.g. budgets) and non-financial	Financial The post-holder will support the Commissioning Team with the administration of devolved budgets for contracts and grants. Non-financial

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units (e.g. workload, customers/staff)	Prioritisation of existing and incoming work projects; working with colleagues, key stakeholders, commissioners and providers; and managing a workload.
Education	Essential • Educated to at least degree standard or equivalent, or to have workplace experience in a related field. Desirable • Additional professional or vocational qualifications that would support delivery of the role requirements. •
Experience	Essential • Strong analytical and research skills to convey accurate information. • Present information and data to influence decision making clearly and concisely. • Ability to problem solve and balance evidence with aspiration. • Experience of undertaking and delivering projects. • Experience of programme management and/or supporting programme delivery, managing upwards across stakeholder interests, and ensuring corrective actions are taken. • Superior time management skills and the ability to manage multiple projects and deadlines simultaneously.

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	• Resourceful and able to take the initiative when given minimal direction. • Strong data skills and the ability to use software programmes such as Microsoft Office. • Influencing senior managers and external organisations. • Commitment to continuing professional development. • Competency of operating in the public sector and criminal justice arena. • Commitment to collaborative and partnership working. • Committed to change, business improvement, service delivery and innovation. • Excellent interpersonal and verbal communication skills, written and spoken. • Highly self-motivated. • A strong commitment to team working and avoiding silo working. • Proactive with the ability to think creatively. • Experience of writing reports for internal and external use. • A passion for gaining better outcomes for victim or crime, reducing offending and partnership working. Desirable • Experience of working with services that support victims of crime or who have worked with
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	perpetrators. • Experience of managing performance.
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Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.

Corporate and statutory initiatives – Equalities/ health and safety/ e-government/ sustainability

Maintains an awareness of corporate and departmental equalities and health and safety policies and procedures, and applies them in the day to day job requirements

Ensures staff are aware of corporate and departmental equalities and health and safety policies and procedures through training and advice to direct reports

Fulfils professional competencies where these are an essential requirement of the role.

Working Conditions

Based at OPCC Head Office with visits across the estate to Police and other stakeholders sites both indoors and outdoors, or external meeting venues as necessary to ensure successful delivery of project outcomes.

On occasion, there will be a need to work in the evening or at the weekend but this can be taken as 'time off in lieu' at a later date or in-line with other agreed policies.

Expenses can be claimed in-line with policy, and the OPCC Flexible Workplace Policy applies to the post-holder.