

ROLE PROFILE

Date accepted as Role Profile 030108

 Role Title
 Research Director
 Reporting to
 Chief Executive and Solicitor

 Section
 Chief Executive's Department
 Division/Department
 Office of the Police and Crime Commissioner

 Tenure
 Rank/Grade
 POD

Part A - JOB DESCRIPTION

Overall purpose of role	To lead, manage and develop a research, policy and information capacity for the Office of the Police and Crime Commissioner, providing expert professional advice to the Commissioner.
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Key outputs for role

- 1. Act as lead officer for the Commissioner's Police and Crime Plan development and implementation.
- 2. Investigate and assess the operational performance of West Yorkshire Police, using discretion to alert the Commissioner to exceptional performance at a force, district or divisional level so that he can discharge his statutory functions effectively.
- Maintain a detailed understanding of current and emerging policy across policing and crime issues, providing expert reports and briefings, making recommendations as appropriate so as to advise the Commissioner and officers of the impact of the Commissioners Community Outcomes Framework and influence strategic direction.
- Identify, initiate, conduct and manage qualitative and quantitative research exercises; gathering, analysing and interpreting relevant data to inform the Commissioner's decision making and strategic planning.
- 5. Contribute to the scrutiny, direction and delivery of major change programmes, representing the Commissioner at strategic level.
- 6. Provide a professional market research capability through the supply of expert consultancy and advice within the OPCC and the force, commissioning and directing work so as to obtain soundly-based information in a cost-effective manner in a way that is responsive to the strategic priorities and needs assessments of partners.
- 7. Produce specified sections of the Police and Crime Plan, Annual Report and other corporate publications as required by the Commissioner.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- · Lead, manage and, as appropriate, commission research projects.
- · Co-ordinate and manage the activities of 2 direct reports.
- Required to lead, support and service the development of the Police and Crime Plan.
- · Required to represent the Commissioner in strategic discussions with Command Team members and partners.
- Required to represent the Commissioner at national and regional meetings.
- Required to support the Commissioner on policy and performance development.
- Responsible for maintaining a flow of up-to-date performance information on the OPCC intranet and web-site.
- Operate as a member of the OPCC senior management team.

Role Title: Research Director

Work/Business contacts

Internal: The Commissioner, the Deputy Commissioner, Command Team, Heads of Department, Divisional

Commanders and other senior officers of the Force.

External: Representatives of other OPCC's, National representative bodies, Home Office, Local Authority Officers

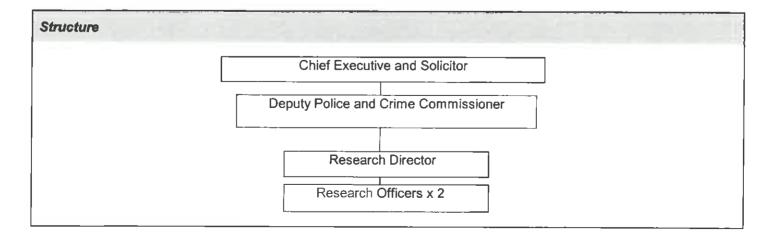
and appropriate public bodies and organisations.

Expertise in Role Required (At selection	Essential or Desirable	
 Degree level or equivalent in a related p 	rofessional area.	Essential
 Membership of a professional body, e.g 	. Institute of Statisticians.	Desirable
 Proven experience of working in a mana 	agement capacity.	Essential
 Knowledge/experience of police or simil 	ar public sector organisations.	Desirable
 Proven ability to gather, analyse, interpr applications software 	et and report information using computerised	Essential
 Experience of designing and managing 	research projects within fixed deadlines.	Essential
Experience of policy development		Essential
(Framework page 23)		
Other (Physical, mobility, local condition	s)	
 The ability to travel around the police are when required. 	ea and attend regional and national meetings as and	Essential
 Be available outside normal hours for pr 	ofessional advice and support	Essential

Expertise in Role - After initial development - Level 2

- Thorough understanding of the functions, responsibilities and polices of the Office of the Police and Crime Commissioner, 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 wider strategic issues.
- Has developed a range of effective methods of researching, analysing reporting and presenting performance information.
- Has the ability to judge the impact of decisions on the reputation of the OPCC.
- · Has established links and credibility with key individuals and partners.

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Role Title: Research Director
Signatures
Approved by : Line Manager
Approved by : Post Holder/or Representative

Part B - NCF COMPETENCIES

National Competencies	Level	National Competencies	Level
 Community & Customer Focus Problem Solving Personal Responsibility Maximising potential Resilience Teamworking 	B A B A B	 Effective Communication Strategic Perspective Respect for Race & Diversity Planning & Organising Negotiating & Influencing 	A B A B

Part C - DEVELOPMENT OF ROLE

Expertise în Role (Advanced - Level 3	3)	
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(Framework page 23)		
Change in competency level?	•	
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(Framework pages 5-21)		