

JOB DESCRIPTION**PROGRAMME SUPPORT (COMMUNITIES)
POLICE AND CRIME COMMISSIONER FOR NORTHUMBRIA**

Location: Victory House, Balliol Business Park or any accommodation as directed by the PCC

Accountability: To the Commissioning and Policy Manager

Car user status: Casual

Salary: Grade E £23,766 - £26,016 – this post is advertised as a permanent appointment

The Police and Crime Commissioner (PCC) for Northumbria is committed to fighting crime, preventing crime and improving lives, making sure communities in Northumberland and Tyne and Wear are part of the solution.

Role Summary

We are looking to appoint an experienced Programme Support who will be responsible for providing administrative assistance across a range of commissioning and project work. The Programme Support role will be based in the Office of the Police and Crime Commissioner and will be part of a commissioning and policy team responsible for improving the lives of communities in Northumbria.

The key objective of the post is to provide an effective and efficient administrative and operational support function, supporting the office in the delivery of the PCCs priorities. Excellent interpersonal and networking skills together with a willingness to work as part of a team are vital for this role.

Key roles of this post

General, commissioning and project administration

- Develop administrative systems to meet specific local requirements.
- Organise meetings and events with both internal and external stakeholders.
- Individually and as part of the team provide general project support; preparing paperwork for project meetings, taking notes/minutes, and maintaining effective records of decisions made and actions required, supporting the development and regular updating of project plans.
- Responsible for the processing of funded grant claims, ensuring that funding regulations are complied with and contribute to budget and project planning processes, monitoring progress against plans throughout the year with a view to achieving set business objectives.
- Develop, implement, and maintain management information systems that support the aims of the project, service, and the organisation.
- Collect, prepare, and analyse evidence from a range of sources to complete service review templates and update contract and performance schedules.

Policy, research and advice

- Undertake research and horizon scanning to support the work of the Commissioning and Policy Team and development of projects.
- Prepare briefing notes and reports on a wide range of issues relevant to the post holders areas of responsibility.
- Support the preparation of responses to correspondence (from the public and other organisations) and freedom of information requests on relevant subject areas.

Other

- Undertake specific project and policy work as instructed by the Commissioning and Policy Manager or Director of Commissioning and Policy;
- Undertake any other work as directed by the Director of Commissioning and Policy, commensurate with the scale of the post.

Required knowledge, skills and abilities

- English Language GCSE Grade A to C or equivalent, Maths GCSE Grade A to C or equivalent, Excellent IT/Key Board Skills, able to demonstrate good understanding of Microsoft Office programmes.
- Ability to develop and maintain positive working relationships.
- Able to function as part of a team as well as work on own initiative.
- Good organisational skills with the ability to prioritise and work efficiently.
- Able to communicate well both verbally and written.
- Enthusiastic, adaptable and flexible.
- Willingness to gain knowledge and develop professionally.
- Understanding of confidentiality requirements.
- Able to carry out the duties of the role with reasonable adjustments where required.

This is a politically restricted post and will be subject to Police Vetting

Please note - the closing date for applications is 10th June 2022 and interviews will take place on 17th June 2022.