



<b>LINCOLNSHIRE POLICE CRIME COMMISSIONER &amp; CHIEF CONSTABLE SHARED CORPORATE COMMUNICATIONS SERVICE JOB DESCRIPTION</b>	
<b>JOB TITLE:</b> ENGAGEMENT AND CONSULTATION OFFICER <b>POST NO:</b> PA06	
<b>GRADE:</b>	SG2 (SCP 28-32)
<b>DEPARTMENT:</b>	Office of Police and Crime Commissioner for Lincolnshire
<b>ACCOUNTABLE TO:</b>	Deputy Chief Executive
<b>STAFF MANAGED:</b>	None
<b>LOCATION/WORK BASE:</b>	Office of Police and Crime Commissioner for Lincolnshire, Lincolnshire Police Headquarters

**JOB PURPOSE AND SCOPE**

The Commissioner and Chief Constable require a professional communications function to enable them both to undertake their respective roles, discharge their statutory duties and to support their organisations. The primary function of the shared service is to manage, maintain and enhance the reputation of the Police and Crime Commissioner, Chief Constable and Lincolnshire Police. It does this through contributing to the effective delivery of the Commissioner’s Police and Crime Plan, the Operational Policing Delivery Plan and supporting the Chief Constable’s Independent operational policing activities. The service’s activities contribute towards:

- Increased levels of trust and confidence in policing and the role of the Commissioner
- strengthened relations between the public and partners, and the Police and Commissioner
- reduced levels of crime
- the sourcing of intelligence that enables future policy development and service design

The Engagement & Consultation officer will be responsible for:

- Engagement and consultation activity on behalf of the Police and Crime commissioner & Chief Constable, developing strategies, undertaking engagement activities and collating consultation feedback.
- Preparing and presenting papers to members of the Office of Police and Crime Commissioner for Lincolnshire (OPCC) executive and Chief Constable and conducting arrangements for the publication of statutory information.

**CORE WORK AREAS**

1. Prepare and present papers and reports to the OPCC executive (Police and Crime Commissioner, Deputy Police and Crime Commissioner (where appointed), Chief Executive, Deputy Chief Executive and Chief Finance Officer), Audit committee and other groups as required.

2. Attend briefings and meetings on behalf of the OPCC as required.
3. Prepare impact assessments for matters within the remit of the post and implement consultation required for all impact assessments as necessary.
4. Receive and respond to enquiries from the general public in matters concerning the Police and Crime Commissioner within the remit of this role.
5. Support the OPCC staff in the exercise of their statutory functions.
6. Develop the consultation strategy for the OPCC to include innovative ways of engaging with the public to achieve maximum public participation and interest.
7. Develop the Police and Crime Commissioners' relationship with community groups and in particular groups with whom it is difficult to engage.
8. Arrange community engagement activities on behalf of the OPCC provide support and ensure feedback is distributed appropriately.
9. Liaise with external bodies, in particular Crime and Disorder Reduction Partnerships and the Local Criminal Justice Board to ensure consultation and communication strategies are co-ordinated with those of partners.
10. Explore and implement joint community consultation opportunities with the Force and key stakeholders.
11. Manage and analyse data received through consultation activities and provide feedback to OPCC staff and members of the public as appropriate.
12. Provide a press office function for the OPCC including the development of media strategies, liaison with press contacts and preparation of proactive press releases and reactive press statements.
13. Promote the profile of the Police and Crime Commissioner, and their key messages, aims and objectives both internally and externally in the most appropriate ways to different audiences.
14. Assist with management of the Police and Crime Commissioners website to ensure maximum advantage for community engagement and communication.
15. Conduct arrangements for the OPCC's statutory publications.

#### **OTHER DUTIES:**

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post.

#### **EQUALITY AND DIVERSITY:**

The post holder is required to carry out their duties in a way that supports the Police and Crime Commissioner's Equality and Diversity policy and strategy.

#### **HEALTH AND SAFETY:**

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with the Health and Safety policy.

**Job description written by: Deputy Chief Executive**

**Date: 5 July 2012**