

Role Profile

Job Title:	Chief of Staff
Responsible to:	Police and Crime Commissioner for South Wales
Direct reports:	A team of full time and part time staff
Location:	Police Headquarters, Bridgend

1. Job Summary

- To provide direct support to the Commissioner in carrying out his role.
- To ensure effective operational leadership of the Commissioner's team.
- To facilitate the accurate and appropriate scrutiny of the Police Force's activities and performance.
- To facilitate the development of policy and practice as set out by the Commissioner.

2. Key Working Relationships

- The Commissioner, Deputy and assistant Commissioners and all staff employed directly to support the Commissioner.
- The South Wales Police Force, in particular the Chief Constable.
- The wider policing network of Wales.
- Relevant Government and Local Government institutions.

3. Key Functional responsibilities

- To carry out the duties of Chief Executive as required under legislation.
- To carry out the statutory duties and responsibilities of the Monitoring Officer.

Leadership and management

- To support the Commissioner in the development of strategy and policy.
- To ensure the Commissioner and his team fulfil the requirements as Investors in People.
- To provide clear and visible leadership to the staff of the Commissioner including overall responsibility for their ongoing development and training.
- To ensure provision of appropriate advice to the Commissioner in the exercise of his statutory powers and responsibilities.
- To ensure that the staff of the Commissioner perform their duties and responsibilities for equalities and diversity according to relevant legislation and to promote the commitment to equality and diversity in all they do.
- In conjunction with the Treasurer, to ensure propriety in the conduct of the Commissioner's business including making proper arrangements for tendering procedures and the letting of contracts.

Strategy and Planning.

- Support the Commissioner in scrutinising Force performance.
- To prepare the Commissioner's team for inspection by HMIC and the Wales Audit Office.
- In appropriate consultation with the Force to develop the short, medium and long term planning processes for the Commissioner.

Stakeholder Engagement

- To develop and maintain appropriate channels of communication with the Police and Crime Panel ensuring that they are suitably informed and appropriately involved regarding key decisions and strategy.
- To ensure effective engagement with the Chief Constable and all relevant Force personnel.
- To advise the Commissioner on the consideration of issues concerning relevant bodies. To represent the Commissioner at designated meetings with relevant bodies such as the Home Office, Her Majesty's Inspector of Constabulary, The Association of Police Chief Executives, The Welsh Local Government association and others.

Communication

- To support the Commissioner in maintaining his profile and communicating his values, strategies achievements and views.