



**OPCC**

Office of the Police &  
Crime Commissioner  
for Gloucestershire

# **OPCC Chief Executive & Monitoring Officer**

**Confirmation of Appointment**

**September 2022**



## Background

In July 2022, the Chief Executive of the OPCC, Richard Bradley, informed me of his decision to retire on 24 December 2022. Richard has been Chief Executive since August 2020 and prior to that was interim Chief Executive for an 18 month period. He has provided over 50 years of exemplary public service in a variety of roles, including for the Gloucestershire Constabulary, Cheltenham Borough Council and, since 2012, for the Office of the Police and Crime Commissioner

## Criteria used to assess the candidate

An advert was published nationally in July 2022 seeking applicants for the permanent post. The recruitment process resulted in applications from eleven individuals who were then shortlisted to five and subsequently invited to participate in a rigorous interview process. The interviews were held on Wednesday 24 August 2022 with an interview panel comprising myself, the current Chief Executive and Mr Naji Darwish, Chief Executive of Wiltshire OPCC acting as the independent panel member.

Following the interview the preferred candidate was offered and accepted the job subject to confirmation by the Police and Crime Panel today.

## Preferred candidate

Ruth Greenwood

## Why the candidate satisfies the criteria

The role of Chief Executive of the OPCC is a vast and varied role from being monitoring officer, to running the OPCC, partnership working and overseeing the commissioning of services.

The role of Chief Executive of the OPCC is challenging and requires a broad range of skills sets to meet the fast paced demand.

Ruth was by far the best candidate and met all of the criteria required. Ruth brings a wide range of skills and experiences gained in the past 20 years including working within Tameside Metropolitan Borough Council, Manchester, where she worked with the then regional Government Office, alongside the Local Authority Chief Executive and other local public body leaders (including fire and rescue, police and health).

Since 2015 Ruth has been a member of the Office of the Police and Crime Commissioner where she has performed in a variety of roles including Head of Policy and Performance and, since 2019, as Deputy Chief Executive. Her most recent successes include bidding for Home Office Safer Streets funding that has secured awards of £1m and £2m respectively that will be used to make Gloucestershire a safer place.

Ruth is a very experienced individual and is highly competent at working at a strategic senior management level both within her own organisation and among others and I commend her to you.

**Chris Nelson**

**Police and Crime Commissioner**

## Advert

**Post: Chief Executive and Monitoring Officer**

**Salary:** £100,000

**Hours:** 37 hours per week

**Contract Type:** Permanent

**Location:** Police HQ, No.1 Waterwells, Quedgeley, Gloucester, GL2 2AN

**Closing Date:** Thursday 4 August at 12 noon

The Police & Crime Commissioner for Gloucestershire, Chris Nelson, is seeking to recruit a Chief Executive & Monitoring Officer.

Working to the PCC you will lead the Office of the Police & Commissioner (OPCC) and have direct responsibility for ensuring the PCC has full executive and professional support in carrying out his duties and responsibilities comprehensively and lawfully.

You will support and advise the PCC in ensuring effective development and delivery of the Police & Crime Prevention Plan 2021/2025.

The successful candidate will be a proven leader skilled at building productive working relationships, with excellent acumen and political awareness. You will have the ability to deal with diverse and sensitive issues whilst working in a fast paced environment.

Applications will be made through submission of a covering letter explaining why you have the skills, experience and attributes to perform at this level and a C.V.

Applications will be shortlisted during the week commencing 8 August 2022.

Interviews are provisionally reserved for 24 August and 30 August 2022.

If you have any questions relating to this role please contact: Richard Bradley, Chief Executive, OPCC, via email: [richard.bradley@gloucestershire-pcc.gov.uk](mailto:richard.bradley@gloucestershire-pcc.gov.uk)

*All candidates should note that this is a politically restricted post subject to police vetting. As a statutory senior appointment to the office, the successful candidate will be required to attend a public confirmation hearing to enable the Police and Crime Panel to review the proposed appointment.*

The PCC is committed to improving the diversity of his workforce to better reflect the communities of Gloucestershire. The Commissioner welcomes applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. All appointments will be made on merit.

## Job Description

### Introduction

This job description is the statutory role of the Chief Executive to the Police and

Crime Commissioner (PCC) for Gloucestershire which reports directly to the Commissioner.

This role requires the capability to deliver on both the legislative and transformational requirements of the PCC and responsibilities to the Commissioner. The post holder must be adept at leading in an organisational context that is relatively new, with changing priorities, is forward looking, modern, operationally effective, sustainable and agile in order to keep the residents of Gloucestershire safe.

## **Overall Purpose**

To provide leadership, strategic direction, and legal advice for the PCC in its existing and new statutory duties and support in ensuring strategic plans and programmes are successfully developed and delivered. In doing so the Chief Executive is responsible for ensuring the effective implementation of policy and is therefore required to provide strategic leadership in developing and planning support to the PCC in a national, regional and local context.

## **Role Specific Responsibilities**

1. To discharge the proper duties of the Chief Executive (Head of Paid Service) as set out in Section 4 of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011. This will include advising the PCC on the exercise of statutory powers, duties, procedures, personal responsibilities and liabilities and identifying issues requiring the PCC's decision, discussion or action.
2. To act as Monitoring Officer for the PCC under section 5 of the of the Local Government and Housing Act 1989, amended by the Police Reform and Social Responsibility Act 2011 to, i) detect and report, in consultation with the s151 Officer on any illegality or maladministration in the business of the office and ii) deal with matters connected with the conduct of employees under the Local Government Act 2000.
3. To discharge the duties of Data Protection Officer to ensure data security and effective monitoring processes are in place to support the PCC in their role as data controller.
4. To support the PCC in developing solutions for and discharging statutory obligations as set down in the Policing and Crime Act 2017.
5. To ensure an effective Corporate Governance Framework exists.
6. To lead and manage the staff in the statutory office of the PCC to ensure the provision of professional, effective, and efficient high quality support to: the PCC in the scrutiny of force activity; the Chief Constable in leading and managing the Gloucestershire Constabulary; and the Local Criminal Justice Board in improving the end-to-end criminal justice system.
7. To create an adaptable and motivating place to work underpinned by a learning culture which delivers outcomes that contribute to keeping our communities safer.

8. To advise and attend national, regional and local meetings to ensure effective solutions are delivered through collaborative working. To respond to national developments in blue light collaboration and to support the PCC in representing his interests locally, regionally and nationally.

9. To communicate formally on behalf of the PCC and to liaise with the Chief Constable, Home Office, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services, NPCC, other relevant Government Departments and outside bodies.

10. To lead on the processes and provide advice, support and guidance in respect of the following personnel issues:

- a) The appointment of Chief Constable including terms and conditions of service and matters relating to discipline. This includes advising and assisting the PCC on the exercise of statutory duties relating to complaints against the Chief Constable;
- b) Appeals from support staff, and police officers, where allowed for in their conditions of employment or by Police Regulations.

11. To institute, defend or participate in legal proceedings where legal action is necessary to give effect to decisions of the PCC or defend their interests. To execute or authorise the execution of all legal documents on behalf of the PCC. To advise and represent the PCC in all legal matters. To seek external legal advice and to instruct Counsel in circumstances when this is considered to be in the interests of the PCC.

### **Strategy and resource planning**

12. To provide strategic leadership and advice to the PCC in support of the development of a clear and effective long-term vision and strategy, set out in the Police and Crime Prevention Plan, together with its associated delivery plan.

13. In driving value for public money and in conjunction with the PCC Chief Finance Officer, to oversee the financial planning, budgetary, resourcing and asset management aspects of the organisation.

14. To ensure that effective governance arrangements are in place to enable the organisation to monitor, review and improve its own performance.

15. Promote a culture of integrity, service excellence and continuous improvement throughout the organisation.

16. Leading the substantial change management processes associated with new potential responsibilities of the PCC whilst maintaining and improving services to the public, recognising wider resource constraints.

### **Partnership working, commissioning and service delivery**

17. To be the strategic lead, develop and innovate effective relationships with a wide range of stakeholders. To work with Local Strategic Partnerships, Community Safety Partnerships, local authorities, the voluntary sector and criminal justice agencies to ensure

the delivery of community safety programmes that meet communities and service user needs.

18. To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning at local, regional and national level.

19. To identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more effective and efficient use of resources.

20. To ensure that the PCC contributes to the national consideration of issues concerning policing and blue light collaborations. To represent and/or support the PCC at high level meetings, including with the Home Office, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services, Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level.

## **Engagement and information**

21. To ensure that effective strategic assessments are undertaken which demonstrate a real understanding of the needs of the communities served, enabling effective budget alignment and prioritisation.

22. To ensure that the organisation meets statutory and other obligations relating to Freedom of Information, publications, planning, community consultation and to prepare related briefs and submissions for the PCC.

23. To deliver, review and improve the effectiveness and relevance of communication, consultation and engagement strategies and supporting activities of the PCC.

24. To support the PCC by raising the profile and communicating ambition, values, strategies, achievements and views of the PCC.

25. To develop and implement effective two-way community engagement and effective consultation with all sections of the community and use this feedback to help shape policing and crime reduction.

26. To represent and promote the interests of the PCC by developing and maintaining effective relationships and ways of working with relevant media organisations in the local community, regionally and nationally.

27. To develop a communications and media strategy between the PCC and the Constabulary to ensure key statements to the community are appropriate, reflecting the differing roles and responsibilities of the PCC and Chief Constable.

## **Scrutiny, evaluation and performance**

28. To ensure effective accountability and performance monitoring arrangements are in place to support the PCC in scrutinising existing and potentially new areas of responsibility including:

- the Chief Constable and the Constabulary,
- the Police and Crime Commissioner's office,
- commissioned services and grant aided schemes / projects,
- service delivery and partnership arrangements.

29. To provide professional advice and evidence based information on emerging issues and new government proposals to enable the PCC to consider the future implications to the strategic and financial performance of the Constabulary and related partnerships.

30. To develop constructive relationships with the Joint Independent Audit Committee and with the Police and Crime Panel and service their requirements to enable them to properly discharge their statutory responsibilities.

31. To provide advice and support to the PCC and the Chief Constable in the appointment of the Chair and Vice Chair of the Joint Independent Audit Committee.

32. To ensure that the PCC performs their duties and responsibilities relating to equality and diversity as set out in the legislation and directives and to promote the commitment to equality and diversity in all that the organisation does.

33. Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.

34. To develop constructive relationships and maintain effective working arrangements with various complaint bodies such as the Independent Office of Police Conduct (IOPC) and Police and Crime Panel. To ensure effective and efficient management of complaints of the conduct of the Chief Constable and the PCC.

35. To ensure that complaint reviews are effectively managed in line with current legislation.

## **Key working relationships**

- PCC and Deputy PCC
- Chief Constable
- Chief Officers and senior officers / managers of the Gloucestershire Constabulary
- Local partnerships, stakeholders and VCS

- External bodies such as the Association of Police and Crime Commissioners, APACE, Home Office, HMIC, Audit Commission, local authorities, Ministry of Justice, and other offices of Police and Crime Commissioners,
- Senior officers and members of regional partnerships
- Chief Financial and HR Officers to ensure management matters are reported in accordance with Standing Orders and Regulations and in line with the strategic direction of the Office
- Police and Crime Panel
- Joint Audit Committee

### **Nature and scope of the role**

- Post holder is responsible to the PCC for the satisfactory performance of all aspects of the post.
- Post holder is responsible for the development and maintenance of effective working relationships with the Chief Constable, partners and external bodies.
- Post holder's freedom to act is prescribed by the appropriate Statutes and regulations by which the PCC is bound.
- Post holder provides support and advice to the PCC and will be expected to assist in the resolution of complex issues and problems.
- Post holder will be expected to make a significant contribution to challenging developments in policing and blue light services governance.
- Post holder is responsible for the effective performance management of the staff within the organisation.
- Post holder will undertake any other responsibilities and duties as appropriate to the nature of the role.

### **Job dimensions**

The post holder is responsible to the PCC for:

- performance management of the OPCC staff
- oversight of strategic and financial performance of the Constabulary (current budget of c.£140m)
- efficient discharge of the PCC budget
- oversight of capital programmes

### **Decision making functions**

The post holder will work within a broad framework of duties in consultation with the PCC.

The post holder will be required to demonstrate strategic leadership, initiative and discretion and will be expected to make a variety of day to day decisions required of the role.

### **Person Specification**

1. Extensive track record of consistent achievement at senior management level within a complex organisation.
2. Proven track record of corporate management and participation in the formulation of corporate objectives, policies and strategies within a complex multi-disciplined organisation.
3. Demonstrable and effective strategic planning expertise.
4. Experience of effective working within the democratic process and evidence of a clear understanding of the legal, financial and political workings of local government and the current social policy issues to be faced in a multicultural, rural and urban environment.
5. Successful track record of building effective and productive working relationships with elected members, a variety of communities, government bodies, partner organisations, private sector providers, public agencies, statutory authorities and other stakeholders.
6. Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).
7. A record of success in people and resource management.
8. Analytical thinking and problem solving skills. Able to analyse and present complex issues to individuals and groups; internally and externally.
9. Successful track record of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.
10. Demonstrable experience of effective change management on a large and complex scale.
11. Clear understanding and track record of promoting diversity in both employment and service delivery.