

Appendix A



Information pack for the post of

Chief Finance Officer

For enquiries please contact:

Carys Morgans, Chief of Staff and Monitoring Officer

Telephone: 01267 226440

E-mail: carys.morgans.opcc@dyfed-powys.pnn.police.uk

Applications should be returned by 7th December 2017

Recruitment Information Pack Content

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Message from the Police and Crime Commissioner for Dyfed-Powys

As the Police and Crime Commissioner, the security and safety of those served by Dyfed-Powys Police is my priority. I have set the strategic direction and priorities in my Police and Crime Plan which focuses on keeping our communities safe, safeguarding the vulnerable, protecting our communities from serious threats and connecting with communities. Underpinning these priorities are a number of key delivery principles, including working together and delivering value for money.

I am looking for an enthusiastic, energetic and high calibre professional to develop and deliver a sound financial strategy in support of the objectives of the Police and Crime Plan. As the Chief Finance Officer, you will play a pivotal role in helping to ensure the vision becomes reality, by providing essential governance, assurance and challenge.

Please take some time to read through our application pack, where you will find a job description and details of how to apply. If you feel you can meet the requirements of the role, and can support me in delivering my vision for safeguarding the communities of Dyfed-Powys, I would very much like to hear from you.

Thank you for your interest.

A handwritten signature in black ink, appearing to read 'Dafydd Llywelyn', written in a cursive style.

Dafydd Llywelyn

Police and Crime Commissioner

Overview of the Role of Chief Finance Officer

The key purpose of the role is to ensure that the financial affairs of the PCC are properly administered and that adequate financial management arrangements are in place across the Office of the Police and Crime Commissioner (OPCC) and Force. The Chief Financial Officer (CFO) also acts as the PCC's strategic financial adviser, ensuring all policies and plans are appropriately resourced.

As one of two statutory officer roles within the OPCC defined by the Police Reform and Social Responsibility Act 2011, the statutory responsibilities are set out in paragraph 6, schedule 1 to the Police Reform and Social Responsibility Act 2011, sections 112 & 114 of the Local Government Finance Act 1988 and the Accounts and Audit (Wales) (Amendment) Regulations 2010. This role is the Section 151 Officer for the Police and Crime Commissioner for Dyfed Powys.

The CFO has certain statutory duties which cannot be delegated, namely, reporting any potentially unlawful decisions by the PCC on expenditure and preparing each year, in accordance with proper practices in relation to accounts, a statement of the PCC's accounts, including group accounts.

The detailed financial management responsibilities of the CFO are set out in the financial regulations.

To enable the CFO to fulfil these duties and to ensure the PCC is provided with adequate financial advice, the CFO:

- will be a key member of the PCC's Leadership Team, working closely with the Chief of Staff, helping the team to develop and implement strategy and to resource and deliver the PCC's strategic objectives sustainably and in the public interest;
- will be actively involved in, and able to bring influence to bear on, all strategic business decisions, of the PCC, to ensure that the financial aspects of immediate and longer term implications, opportunities and risks are fully considered, and alignment with the PCC's financial strategy;
- will lead the promotion and delivery by the PCC of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and
- will ensure that the finance function is resourced to be fit for purpose.

CHIEF FINANCE OFFICER ROLE PROFILE

| | |
|--|--|
| Grade: N | Department: Office of the Police and Crime Commissioner |
| Location: Office of the Police and Crime Commissioner, Llangunnor, Carmarthen | Security Vetting: MV, CTC |
| Role Specific Requirements/ Restrictions: | Political Restriction |
| Role Specific Hazards: | Display Screen Equipment |
| System Access Requirements: | To be confirmed |

Brief Description of your job, its main purpose and major tasks:-

The key purpose of the role is to ensure that the financial affairs of the PCC are properly administered and that adequate financial management arrangements are in place across the OPCC and Force. The Chief Financial Officer (CFO) also acts as the PCC's strategic financial adviser, ensuring all policies and plans are appropriately resourced. This is a statutory role and the statutory responsibilities of the CFO of the OPCC are set out in the following legislation:

- Paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
- Section 114 of the Local Government Finance Act 1988.

This role is the Section 151 Officer for the Police and Crime Commissioner for Dyfed Powys.

Role Specific Major Tasks

1. Be a member of the PCC's Senior Management Team, working closely with the Chief of Staff to implement strategy and to resource and deliver the PCC's strategic objectives sustainably and in the public interest;
2. Lead on development of the PCC's medium term financial strategy;
3. Be actively involved in, and able to bring influence to bear on, all strategic business decisions of the PCC, ensuring that all financial implications, opportunities and risks are fully considered and aligned with the PCC's financial strategy;
4. Ensure the delivery and effective governance of collaboration agreements, partnerships and commissioned services;
5. Represent the PCC at national and regional networks including the Police and Crime Commissioners Treasurer Society (PaCCTs);
6. Scrutinise the financial management of significant projects, to provide assurance to the PCC that investment is efficient and realises intended business benefits;
7. Jointly responsible with Director of Finance for managing the Internal Audit function and supporting the Joint Police and Crime Commissioner and Chief Constable Audit Committee;
8. Exercise roles and responsibilities delegated by the PCC as set out in the Corporate Governance Framework and carry out any other reasonable duties as required by the PCC.
9. Ensuring that the financial affairs of the PCC are properly administered and that financial regulations are observed and kept up to date;
10. Ensuring regularity, propriety and Value for Money (VfM) in the use of public funds;
11. Reporting to the PCC, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC; Reporting to the PCC, the Police and Crime Panel and

to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure;

12. Ensuring production of the statements of accounts of the PCC;
13. Setting on behalf of, and in consultation with, the PCC, the Capital Strategy, Reserves and Balances Policy and all Treasury Management requirements in line with the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services; Code of Practice 2011* and Welsh Government's *Guidance on Local Authority Investments* and any other relevant legislation;
14. To manage the Business and Finance Advisor and the External Funding Manager;
15. To represent the PCC at regional and national level, such as Public Service Boards, Welsh Government and Police and Crime Commissioners' Treasurers Society (PACCTS).

Role Generic Tasks

16. To be responsible for implementing long-term strategic development across a specialist or professional area and/or in a significant strategic function of the force.
17. To regularly give advice and influence at senior levels of the organisation.
18. To lead a functional area including the shaping of the long term strategic direction of an area of activity.
19. To be accountable for the service delivery and compliance of their function and have a significant influence upon the structure and development of their area of activity.
20. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
21. To be responsible for employee conduct, performance and attendance matters in adherence to Force policy.
22. To be overall accountable for resources and financial spend within their function.
23. To ensure succession planning, development of staff and talent management is undertaken.
24. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Job Family - Senior Leader

Your level of responsibility:

1. To lead and be accountable for the function resources/finance and service delivery.
2. To contribute to shaping of the organisation at a strategic level.
3. Provide strategic direction for the function ensuring buy in from all
4. Managing and developing an important area or function within a service.
5. Influencing change and direction in furtherance of the police and crime plan objectives and departmental plan.
6. To use judgement to make decisions on a range of complex and specialist procedural issues.
7. To overcome problems working in compliance with legislation, Police Staff Terms and Conditions, Police Regulations and Dyfed Powys Policies and guidance.
8. Taking decisions on how to introduce and/or assesses proposals or ideas which may contain conflicting information.
9. Seeking and providing information to others who may not be as familiar with the subject matter.
10. You are to maintain confidentiality.

Assessment Criteria

The selection criteria to be evidenced on application is below:-

| Attainments | | Application | Interview |
|---------------|--|-------------|-----------|
| Role Specific | 1. Must be qualified accountant with membership of a CCAB registered body (E) | X | X |
| | 2. Must be able to demonstrate a record of achievement in current / past organisations (E) | X | X |
| | 3. Must be able to demonstrate a broad experience of each of role specific major tasks detailed of this role (E) | X | X |
| Role Generic | 4. Must hold a degree, equivalent professional qualification or have relevant experience in the field of work bringing the role holder to a comparable level (E) | X | |
| | 5. Must be professionally qualified in the function field and or have relevant experience in the field of work to bring the role holder to a comparable level (E) | X | |
| | 6. Must have proven experience of leading and managing functions/departments (E) | X | X |
| | 7. Must have managed and controlled budgets/resourcing and understanding of financial management procedures (E) | X | X |
| | 8. Must have extensive experience of delivering a service with competing demands (E) | X | X |
| | 9. Must have experience of effecting change to improve performance (E) | X | X |
| | 10. Must show evidence of continuous professional development (E) | X | X |
| | 11. Must have well developed written and oral communication skills, including delivering high quality presentations (E) | X | X |
| | 12. Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint (E) | X | |
| | 13. Must be able to evidence ability to work autonomously, making sound evidence based decisions (E) | X | X |
| | 14. Must have proven experience of advising, negotiating and influencing with internal and external customers at all levels (E) | X | X |
| | 15. Must be able to manage a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands (E) | X | X |
| | 16. Must be able to travel throughout the force area (E) | X | |
| | 17. Should have the ability to communicate through the medium of Welsh to Level 1 (D) [Click here for the DPP Welsh Language requirements] | X | |

KEY: (E) – Essential / **(D)** – Desirable

Personal Qualities

The Chief Finance Officer will be assessed for appointment against the following personal qualities:

Serving the Public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic local stakeholders, developing partnerships and ensuring people can engage with the police at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.

Leading Change

Establishes a clear future picture and direction for the operational unit, focused on delivering the force vision and strategy. Identifies and implements change needed to meet force objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and force needs. Encourages creativity and innovation within the Operating Unit.

Leading People

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.

Managing Performance

Creates a clear plan to deliver operational unit performance in line with force strategy and objectives. Agrees demanding but achievable objectives and priorities for the operational unit, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within the operational unit. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility

for making tough or unpopular decisions. Demonstrates courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure.

Decision Making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working With Others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.

TERMS AND CONDITIONS OF APPOINTMENT

| | |
|---|--|
| Salary: | £73,308 - £78,249 per annum |
| Hours: | Up to 37 hours per week, Monday to Friday. The post holder will however be expected to work flexibly when the needs of the service so determine. |
| Location: | Office of the Police and Crime Commissioner, Dyfed-Powys Police Headquarters, Carmarthen |
| Reports to: | Chief of Staff and Monitoring Officer |
| Other terms and conditions of service are in accordance with the Police Staff (National Conditions of Service). | |

RECRUITMENT PROCESS

Candidates who are successful at the application stage will be provided with further information regarding the format and composition of the interview process.

For an informal discussion with either the Chief of Staff or Jayne Woods, the current Chief Finance Officer please contact the Office of the Police and Crime Commissioner on 01267 226440 to arrange a mutually convenient time for a discussion.

Recruitment process

Should you wish to apply for this role, please send a covering letter, accompanied by your current CV. Within your covering letter you should provide detail of how you meet the essential and desirable criteria outlined on page 7 of this pack.

Your application should be accompanied by a completed diversity monitoring form – you will find a copy of the form at the end of this pack.

Please send your letter of application and current CV, along with the Equalities Monitoring form to:

carys.morgans.opcc@dyfed-powys.pnn.police.uk

The closing date is Noon on 7th December 2017.

No applications will be accepted after Noon on 7th December 2017.

Applicants must also disclose any outstanding criminal convictions, investigations or disciplinary proceedings being carried out in relation to their conduct. In addition, applicants are required to disclose previous disciplinary offences that have not been expunged.

Equality Commitment

A fundamental requirement is that the appointments process promotes, demonstrates and upholds equality of opportunity and treatment to all applicants. We are committed to appointing on merit, in a way that is fair and open.

How your application for the post of Chief Finance Officer will be handled following receipt

The application will be assessed by the Selection Panel on the evidence provided to assess if you have the necessary skills, knowledge and experience required for the position. The Selection Panel will determine whether you progress to the interview stage.

All applicants will be advised of the outcome of their applications in writing.

What will happen at the interview?

Further details will be provided to candidates who are shortlisted by the Selection Panel. Interviews are scheduled for the **14th and 15th December 2017**. Interviews will be held at Police HQ, Llangunnor, Carmarthen.

What will happen following the interview?

All applicants will be advised of the outcome of the appointments process in writing.

If you are successful you will be invited in writing to accept the appointment by the Police and Crime Commissioner, subject to enhanced vetting. If you accept this offer, it will be subject to confirmation by the Police and Crime Panel. The confirmation hearing will take place on **16th February 2018**.

Equality of Opportunity Monitoring

The Police and Crime Commissioner and Chief Constable for Dyfed-Powys are firmly committed to promoting equality of opportunity, and are determined to ensuring that everyone is treated fairly, recognising and respecting individuality. We therefore ask you to complete this questionnaire to enable us to monitor the effectiveness of our policies and procedures in recruiting, appointing and retaining individuals from a diverse range of backgrounds.

The following request for information is for monitoring and statistical purposes only. The information supplied will be handled and stored in the strictest confidence once completed and will be kept sealed until such time as the recruitment process is complete. **Disclosure of this information is strictly voluntary, but the information will help us ensure equality of opportunity. If you do not wish to disclose any of the voluntary information please tick the boxes 'Prefer not to say'.**

| 1. Age Category | |
|-----------------|--|
| Under 16 | |
| 16-24 | |
| 25-34 | |
| 35-44 | |
| 45-54 | |
| 55-64 | |
| 65-74 | |
| 75+ | |

| 2. Gender | |
|-----------|--|
| Male | |
| Female | |

| 3. Sexual Orientation | |
|-------------------------|--|
| Bisexual | |
| Gay | |
| Heterosexual / Straight | |
| Lesbian | |
| Prefer not to say | |

| 4. Religious Belief | | | |
|---------------------|--|-------------|--|
| Buddist | | Muslim | |
| Christian | | Sikh | |
| Hindu | | Other | |
| Jewish | | No religion | |
| Prefer not to say | | | |

| 5. Disability | |
|--|--|
| The definition of disability as defined under the Equality Act is 'a physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities'. | |
| a) Do you consider yourself to be disabled? | |
| Yes | |
| No | |
| Prefer not to say | |
| b) If yes, how would you describe your disability? (tick all that apply) | |
| Blind/visual impairment | |
| Deaf/hearing impairment | |
| Learning disability | |
| Long standing illness or health condition | |
| Mental health condition | |
| Mobility impairment | |
| Other physical or medical condition | |
| Prefer not to say | |

| 6. Ethnic Group | |
|---|--|
| White | |
| British | |
| English | |
| Gypsy or Irish Traveller | |
| Irish | |
| Northern Irish | |
| Scottish | |
| Welsh | |
| Any other White background (please state) | |
| Mixed / multiple ethnic groups | |
| White and Asian | |
| White and Black African | |
| White and Black Caribbean | |
| Any other Mixed background (please state) | |
| Asian / Asian British | |
| Bangladeshi | |
| Chinese | |
| Indian | |
| Pakistani | |
| Any other Asian background (please state) | |
| Black – British | |
| African | |
| Caribbean | |
| Any other Black background (please state) | |
| Other Ethnic Group | |
| Arab | |
| Any other ethnic group (please state) | |
| Prefer not to say | |

7. Welsh Language

The Police Service in Wales has adopted a system of levels to indicate Welsh language skill.

There are 6 levels:

Level 0: No knowledge;

Level 1: Meeting and greeting;

Level 2: Basic conversation;

Level 3: Conversational skills in everyday situations;

Level 4: Fluent;

Level 5: Fluent and confident in all / formal conversations.

Please could you indicate your Welsh language ability for the following:

| | |
|----------------------|------------|
| Speaking & listening | Level..... |
| Reading & writing | Level..... |