



ROLE PROFILE

Role Title:	Strategic Lead – Substance Misuse
Grade:	PO4/5
Responsible to:	Director Partnerships and Programmes
Responsible for:	Project and Policy Support Officer
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	MV/SC – Management Vetting and Security Clearance
Date Published:	May 2022

THIS IS A POLITICALLY RESTRICTED POST

Role Purpose:

The Strategic Lead for Substance Misuse will have responsibility for the strategic policy, commissioning and service development for substance misuse. The role holder will be expected to work collaboratively with other Strategic Policy Leads in the Commissioner's team as well as developing strong and effective relationships with partners across all sectors. The role holder will also work with delivery partners to oversee the effectiveness of the commissioned substance misuse services within the Commissioner's team.

The role holder will have responsibility for working with external stakeholders and developing partnerships to ensure that service provision relating to substance misuse is joined up and are focused on reducing re-offending and building healthier communities in South Wales. In addition, the role holder will contribute to strategic planning, working closely with HMPPS and other partners, seeking to align priorities across organisations where possible to ensure a consistent approach and to identify opportunities for further collaborative working.

The role holder will ensure that the contracts for commissioned services within this area are managed efficiently, effectively and performance is continually monitored against contractual performance indicators. This will also require working closely with the Chief Finance Officer and Finance & Commissioning Manager to ensure this happens.

As a strategic manager within the Police and Crime Commissioner's team the role holder will be required to contribute to management and development of a supporting team as well as the wider Commissioner's team and will be required to represent senior managers at both internal and external meetings as required.

Main Responsibilities	Advice and Guidance <ul style="list-style-type: none"> • Provide technical advice and guidance on substance misuse, reducing reoffending and treatment pathways to ensure strategic policy and stakeholder engagement is effective and dynamic. • Contribute to the development of the wider strategic agenda and lead on cross departmental projects • Oversee the effectiveness of commissioned work and contracts • Represent the Police and Crime Commissioner in key Welsh, UK and International initiatives focused on substance misuse. • Effectively manage a supporting team to ensure that all policy area related matters are operating efficiently • Provide advice and guidance on escalated, varied and complex issues relating to area of work • Resolve complex problems independently, referring major issues to senior colleagues • Identifies and escalates serious problems to relevant bodies
	Business Improvement <ul style="list-style-type: none"> • Contribute to the successful delivery of projects that support the priorities within the Police and Crime Plan • Identify, propose and implement developments and improvements to the area, unit or project for the mutual benefit of the force and customers • Lead initiatives to improve business process • Monitor contracts ensuring that the continuous improvement is central to service development.
	Organisation/Planning <ul style="list-style-type: none"> • Plan and organise work and that of supporting team to complete it within set framework, standards, & timescales • To organise and schedule events/meetings as directed • Implement and contribute to service strategy as directed • Develop, propose and implement an approved project/business plan for the unit, subject or function • Identify, seek approval for the deployment of suitable resources for the subject area or project to deliver its objectives.
	People Management <ul style="list-style-type: none"> • Monitor and allocate workload within team • Supervise staff in accordance with correct policy and procedures • Assist team in the preparation and use of equipment and techniques and advise on any specific aspects of work with own area • Lead the team, to identify and engage with partners that can contribute to delivery of the Police and Crime Plan
	Policies & Strategies <ul style="list-style-type: none"> • Lead on the development and consultation of policies within subject

	<p>area</p> <ul style="list-style-type: none"> • Maintain a strategic view of issues effecting the substance misuse agenda, ensuring that issues arising are fed into the delivery of priorities • Research review and draft policies where applicable • Monitor and report on policy implementation to ensure compliance and identify issues/problems • Working with the Director of Partnership and Programmes, develop the strategic approach, define our substance misuse priorities and ensure that these are joined up with other policy areas.
	<p>Project Management</p> <ul style="list-style-type: none"> • Demonstrable experience of project management and delivery • Organise and manage the day to day delivery of projects including preparing and planning of resources • Quality assure the delivery of the service • Conduct a robust review of project implementation to ensure that business benefits and project objectives have been delivered and are being realised • Manage the performance of contracts relating to substance misuse.
	<p>Risk Management and Legal Compliance</p> <ul style="list-style-type: none"> • Identify and capture risks within own remit; escalate to the Director of Partnerships and Programmes according to risk management strategy with suggestions for mitigation and action. • Provide advice and guidance on risks and issues relating to the award and management of funding. • Escalate major risks and issues as appropriate • Liaise with internal and external auditors to ensure their requirements are fulfilled. • Monitor and ensure compliance with all relevant statutory obligations, regulations and policy guidelines, for instance in line with the code of practice for victims of crime and specified information order.
	<p>Customer Service and Representation</p> <ul style="list-style-type: none"> • To present a positive and professional image to internal and external partners and uphold the Commissioner's code of conduct • Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service • Maintain confidentiality in relation to data protection issues and Management of Police Information (MOPI) standards
	<p>Partnership Development</p> <ul style="list-style-type: none"> • Work with partners to deliver results and build strong long-term partner relationships to develop treatment pathways and reduce re-offending. • Identify and prioritise new partners who can help us meet our priorities and objectives related to substance misuse.

	<ul style="list-style-type: none"> • Capitalise on funding opportunities that are consistent with the Police and Crime Plan priorities • Engage with potential partners, lead exploratory talks, and build consensus with senior officers <p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Degree or equivalent and experiential learning <p>Desirable</p> <ul style="list-style-type: none"> • Post graduate qualification in a related subject area
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Ability to deal with high volume work efficiently and effectively • Able to demonstrate flexibility and adaptability in a pressurised environment • Must be able to demonstrate strong analytical skills • Must be computer literate and proficient in Microsoft applications • Must have excellent, verbal and written communications skills • Must have proven strong influencing skills • Must have experience of advising senior managers with regards to high profile matters • Must have experience in providing strategic advice in relation to partnerships, engagement and consultation • horizon scanning to keep abreast of emerging agendas and issues • multi-agency and partnership working • ability to use information and intelligence to ensure effective decision making and policy development • working with communities, stakeholders and voluntary organisations <p>Desirable</p> <ul style="list-style-type: none"> • Welsh Language Level 2 - Can understand the essence of a conversation in Welsh and can convey basic information and respond to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute in a meeting partly in Welsh.
Knowledge	<p>Essential</p>

	<ul style="list-style-type: none"> • Must have an up-to-date knowledge of local and national issues relating to this policy area • Must have in demonstrable knowledge and experience of commissioning processes and working within a partnership environment • In depth knowledge of issues relating to vulnerability and the delivery of services within this area.
--	--

Personal Qualities

Serving the Public	<p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Understands the expectations, needs and concerns of different communities and strive to address them</p> <p>Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police</p> <p>Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them</p> <p>Develops partnership with other agencies to deliver the best possible overall service to the public</p>
Professionalism	<p>Acts with integrity, in line with values of the Police Service</p> <p>Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations</p> <p>Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required</p> <p>Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required</p>
Leading Change	<p>Positive about change, adapting different ways of working and encouraging flexibility in others</p> <p>Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas</p> <p>Takes an innovative and creative approach for solving problems</p> <p>Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge</p>
Leading People	<p>Inspires team members to meet challenging goals, providing direction and stating expectations clearly</p> <p>Acknowledges the achievements of individuals and teams by recognising and rewarding good work</p> <p>Recognises when people are becoming de-motivated and provides encouragement and support</p> <p>Gives honest and constructive feedback to help people understand their strengths and weaknesses</p> <p>Coaches and guides team members, identifying and addressing areas for development</p>
Managing Performance	<p>Understands the organisation's objectives and priorities and how own work fits into these</p> <p>Plans and organises tasks effectively to maintain and improve performance</p> <p>Manages multiple priorities, thinking things through in advance, balancing resources and co-ordinating activity to complete tasks within deadlines</p> <p>Knows the strengths of the team members, delegating appropriately and balancing workloads across the team</p> <p>Monitors delivery to ensure tasks have been completed to the right standard and tackles poor performance effectively</p>

Decision Making	<p>Gathers, verifies and assesses information to gain an accurate understanding of situations</p> <p>Considers a range of possible options before making clear, timely, justifiable decisions</p> <p>Review's decisions in light of new information and changing circumstances</p> <p>Balance's risk, cost and benefits, thinking about the wider impact of decisions</p> <p>Exercise's discretion and applies professional judgement, ensuring actions and decisions are proportionate and in public interest</p>
Working with Others	<p>Works co-operatively with others to get things done, willingly giving help and support to colleagues</p> <p>Is approachable, developing positive working relationships and good team spirit</p> <p>Explains things well, ensuring instructions are understood and talks to people using language they understand</p> <p>Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively</p> <p>Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations</p> <p>Is courteous, polite and considerate, showing empathy and compassion</p> <p>Deals with people as individuals and addresses their specific needs and concerns</p> <p>Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances</p>

The overall responsibility of the Police and Crime Commissioner is to maintain an effective and efficient police service and to play a leading role in crime reduction and community safety in the Force area. All individuals of the Police and Crime Commissioner must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

Shortlisting Criteria

Qualifications	
Skills	Yes
Knowledge	Yes
Personal Quality: Serving the Public	
Personal Quality: Professionalism	
Personal Quality: Leading Change	Yes
Personal Quality: Leading People	Yes
Personal Quality: Managing Performance	Yes
Personal Quality: Decision Making	Yes
Personal Quality: Working with Others	