

## Head of Corporate Development

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**Department:** Justice and Home Affairs

**Division:** States of Jersey Police

**Reports to:** Chief of Police

**JE Ref:** JHA1098

**Grade:** CS15

**JE Date:** 15/11/2022

### Job purpose

A senior, strategic role as head of profession for corporate performance and business development.

Provide effective, strategic leadership to promote the development of corporate policy, business planning and development, force learning, organisational performance management and strategic liaison with key external and internal stakeholders.

Lead Civil Servant on the SoJP's Senior Leadership Team supporting the development and delivery of strategies to deliver Value for Money, enhance public safety, public confidence in the police, and the services provided to the public or other areas of strategic importance as determined by the Chief Officer, Minister or the Police Authority (JPA).

Lead hub and spoke teams responsible for transforming, implementing and maintaining SoJP operational governance and control frameworks, including Criminal Justice administration, Risk Management, Records Management, Health & Safety, Learning and Development, Performance and Planning, Business Improvement and IT Services

This role is responsible for the development, co-ordination, implementation and delivery of strategic change including ministerial and departmental business initiatives across SoJP and partners.

### Job specific outcomes

1. Lead and develop, setting a vision, organising resources and motivating staff to deliver an excellent corporate performance and business development service to the Force.
2. Lead on the implementation of SoJP and corporate projects, activities and change programmes, advising on matters of business and change management at any key decision and leadership forums, providing internal consultancy support the Chief Officers, senior management and stakeholders to support and facilitate strategic thinking, planning and delivery.
3. Identify, develop and influence strategic partnerships that will support the delivery of the Force's strategic goals or broader Public Sector requirements. In particular, work closely with the Jersey Police Authority, Home Affairs Minister, other States politicians, and key stakeholders in other agencies, Home Office, government departments, external suppliers and the voluntary sector.

4. Lead on the creation and development of the department's business plan and SoJP input to the Government Plan and other Government wide plans and responsible for the reporting and co-ordination of the department business continuity plan, ensuring that it is kept up to date and that it is regularly tested.
5. Provide strategic, operational and business leadership for the BSS Function. Deliver solutions to operational issues, direct and assure the completion of actions, and provide quality assurance for procedures, systems, decision-making and operational performance representing these departments at Senior Leadership Team and other stakeholder internal and external forums. Provide professional, expert guidance, undertake appraisals, deal with disciplinary matters, recruitment and selection decisions. Identify capability requirements and champion staff development, talent and career management, encouraging learning and development. Represent the Police Civil Service in engagement with relevant Unions.
6. Implement operational policy and procedures to ensure the departments are compliant with all relevant legislation, financial process management, continuous improvement and KPIs. including the deployment of people and financial resources.
7. Monitoring overall performance and outcomes against objectives contained in the SoJP business plans, ensuring that SoJP activities meet the requirements of the GoJ and the Policing Plan and that strategic business plans are being achieved.
8. Ensure delivery and implementation of any strategic organisational performance and transformation programmes, collaborating with colleagues within SoJP and the Government of Jersey (GoJ) to encourage a learning organisational culture, focused upon improvement and high performance.
9. Lead for the reporting and co-ordination of the SoJP risk and internal control and compliance matters, including the annual governance statement, ensuring that risk and issue registers are kept up to date and that mitigating actions are monitored for completion.
10. Manage the SoJP budget (c.£25-27M) on behalf of the SoJP, including monitoring of in year spend against allocation, working with Finance Business Partners to identify and mitigate financial risks. Develop financial business cases and growth bids in accordance with the government plan.

### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

**Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)**

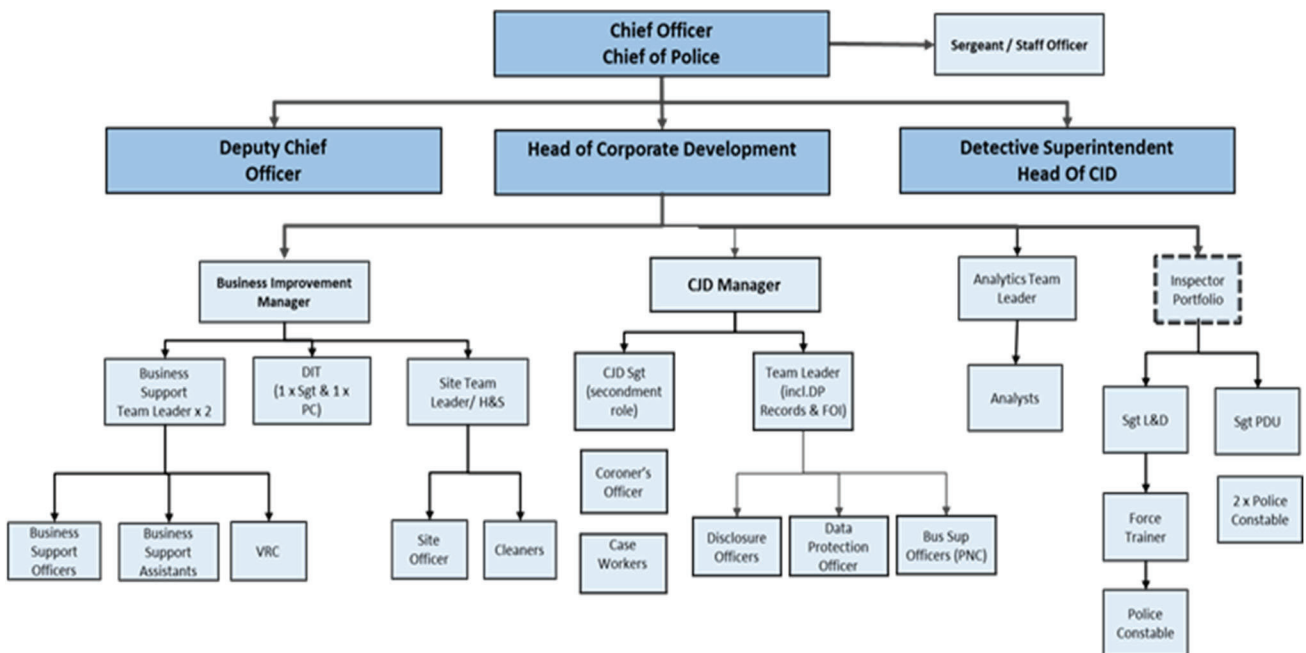
- Corporate governance, ensuring compliance with statutory, mandatory and government requirements
- Operational and business management, performance improvement
- Organisational development and leadership

**Oversee business support for:**

Function services consists of the following personnel and administration (including engagement and wellbeing of the direct reports to this role), supply management, criminal justice administration training and development (specialist and generic including Health and Safety), demand planning, finance management and procurement in line with the Public Finance Manual, business continuity, risk management, continuous improvement and, quality of service and KPIs.

Manage key relationships with senior stakeholders including Minister for Home Affairs, Jersey Police Authority, Treasury and Exchequer, People and Corporate Service, and Modernisation & Digital.

**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Qualified to degree level in a business management qualification, or relevant experience.</p> <p>A recognised leadership qualification.</p> <p>A recognised qualification in Business Management (incl. Governance, Risk &amp; Compliance) e.g. ICSA or ICA</p>	<p>PRINCE2 and/or MSP or similar.</p>
<b>Knowledge</b>	<p>Knowledge of the Government of Jersey or a comparable organisation, its strategy and functions, and able to operate at the highest level within them. Includes an understanding of the policy and governance requirements for the department accountabilities within this role.</p> <p>Understanding of strategy, operational business management and planning processes.</p> <p>Knowledge of risk management processes and data protection laws and regulations and protocols.</p> <p>Experience of budget setting, development and management of financial planning and analysis at a corporate and operational level.</p> <p>Knowledge of relevant Jersey Law, including legislative frameworks governing financial and information management.</p> <p>Knowledge of performance improvement techniques and approaches to change management.</p>	<p>Strong local political and international awareness and social drivers. Ability to research, understand and operationalise relevant legislation.</p> <p>Appreciation/ understanding of the police/public sector working environment.</p> <p>Awareness of legislative and government issues affecting the Police Service.</p> <p>Strong business transformation awareness</p>
<b>Technical / Work-based Skills</b>	<p>High level of computer literacy with ability to operate corporate government systems (ERM, Sharepoint, JD Edwards) and Microsoft Office packages, including O365.</p> <p>Flexible approach towards working in a digital environment.</p> <p>Ability to interpret complex data to inform decisions.</p>	<p>Familiarity in any of the following areas would be advantageous: health and safety, complaints, financial management, data protection. Flexible approach towards working in a digital environment.</p>

	<p>Experience in managing projects and programmes at a senior level.</p>	
<b>General Skills/Attributes</b>	<p>Strong leadership skills with the ability to motivate employees through change whilst delivering the departmental objectives in line with the overall vision.</p> <p>Sound political judgement, with the ability to comprehend multi-strand, technical and complete information, which can be politically sensitive, controversial and contentious.</p> <p>Excellent interpersonal, negotiating and influencing skills is required, at a senior or political level to build relationships.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p> <p>Ability to understand and interpret complex issues in order to offer advice based on a sound understanding of government wide operational matters.</p> <p>Ability to apply critical thinking, applying this insight in a practical and engaging manner with the ability to make ‘the right choice’ often under pressure, where there is not a simple, or single option.</p> <p>Capacity to apply creative and business like approaches to managing organisational performance and the delivery of costs effective and efficient outcomes.</p> <p>Highly resilient, maintaining effectiveness under significant pressure. Ability to professionally challenge any views, responses or decisions.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p>	
<b>Experience</b>	<p>Experience of working at executive/board level or senior level of management, setting and deploying strategy. Understanding and experience of corporate and strategic management issues.</p> <p>Must have proven, demonstrated experience in leading business, performance and</p>	

	<p>change management activities to enable the effective oversight of critical business priorities and delivery plan, including the reform of key service sectors.</p> <p>Experience of working in, developing and sustaining a culture that meets the needs of and engages with customers and staff within an inclusive, open and high-performing environment.</p> <p>Demonstrable track record of leading, motivating and managing teams to achieve high performing and significant sustainable service improvements and outstanding results, within agreed budgets to meet agreed targets and strategic objectives, with an organisation of comparable scope and complexity; ensuring that there is sufficient capacity and capability within the team.</p> <p>Ability to be a proactive, credible and authoritative voice on behalf of the department with evidence of successful collaborative working with senior figures and counterparts, and other influential stakeholders (internal / external).</p> <p>Demonstrate significant experience of working in a senior role in a political environment and evidence of the ability to challenge, influence and negotiate with a wide range of stakeholders and partners to achieve outcomes, whilst building and developing strong relationships.</p> <p>Experience of managing multimillion pound budgets.</p>	
<p><b>Criteria relating to Safeguarding</b></p>	<p>This post holder requires high levels of personal resilience.</p> <p>Is exposed to confidential, sensitive unsavoury information.</p>	

## Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.