



West Midlands
POLICE

Chief of Staff to the Deputy Chief Constable Recruitment Pack



Chief of Staff to the Deputy Chief Constable:

This role strengthens the executive function of the force by providing high-quality coordination, governance, performance oversight, and strategic support to senior leadership specifically the Deputy Chief Constable.

To act as a trusted advisor, strategic integrator and delivery enabler ensuring that the Deputy Chief Constable can focus on high-value leadership, operational priorities and strategic decision making.

To work on behalf of the force executive team, and particularly the DCC, to co-ordinate delivery of the force performance and delivery objectives.

To lead a team of executive assistants ensuring the ACC's and Director of Commercial Services are effectively and efficiently supported and ultimately enabling the DCC to focus on managing the Force internally and externally.

About Us:

West Midlands Police is the second largest police force in the country, covering an area of 348 square miles and serving a population of 3 million people.

The region sits at the very heart of the country and covers the three major centres of Birmingham, Coventry and Wolverhampton. It also includes the busy and thriving districts of Sandwell, Walsall, Solihull and Dudley. Leisure, retail and conference amenities, together with Premiership and Championship football teams, attract millions of visitors annually.

An average of 170,000 motorists travel through the region daily, making its motorways some of the busiest in Europe.

Against this backdrop, the force receives more than 2,000 emergency calls for help every day, patrols the streets, and responds to incidents 24 hours a day, seven days a week.

Leisure, retail and conference amenities, extensive canal networks, together with Premiership and Championship football teams, attract millions of visitors annually. The majority of the area is densely populated with some rural areas. The region's economy has diversified from its historic heavy industry roots of the Industrial Revolution. With the decline in traditional manufacturing, both the public and private sectors have rejuvenated the area.

Birmingham has a commercial and shopping area which is among the largest in Europe. This is complemented by a wide range of social amenities such as the National Exhibition Centre, National Indoor Arena, the International Convention Centre, theatres, galleries and many large conference facilities. The area boasts a thriving nightlife, centred around Birmingham City Centre.

West Midlands hosts a number of Premiership and Championship football clubs together with many others in the other leagues. The region is well served by rail and road links, with two HS2 stations planned in our area. Road and rail travel is supplemented by significant air traffic through Birmingham airport. The area is proud of its academic institutions, being home to a number of universities located in Birmingham, Coventry, Walsall and Wolverhampton.

The population of the West Midlands is diverse. One of the youngest populations in the UK, and at around 33%, the black and minority ethnic population is significantly above the national average. Approximately 10% of the population were born outside of the UK. The average earnings and house prices for the region are lower than the national average. The 2021 Census indicated that more than 61% of West Midlands residents report having a religious affiliation. There are seven local authorities within the area, Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton, each with a Community Safety Partnership.

West Midlands Police is improving rapidly, having left "Engage" status in record time. 999, 101 and Response performance are amongst the best in the country. Crime is falling and arrests and outcomes are increasing. The Force hosts a Counter-Terrorism Unit, West Midlands ROCU, and the National Ballistics Intelligence Service. Local policing is delivered through seven Local Policing Areas ("LPAs"), each headed by a Chief Superintendent and coterminous with local authority boundaries. West Midlands Police have a reputation for continuous improvement, innovation and empowering leadership with an ability to continuously evolve and meet changing needs.

Job Description:

Job Title:	Chief of Staff to the Deputy Chief Constable
Generic Role Profile:	Business Support
Salary Band:	Grade 8 - £52,194 - £57,186
Operational / Non Operational Role	Non-Operational
Vetting Level:	MV/SC
Reporting to:	Chief of Staff to the Chief Constable
Specific Role Purpose:	This role strengthens the executive function of the force by providing high-quality coordination, governance, performance oversight, and strategic support to senior leadership specifically the Deputy Chief Constable. To act as a trusted advisor, strategic integrator and delivery enabler ensuring that the Deputy Chief Constable can focus on high-value leadership, operational priorities and strategic decision making. To work on behalf of the force executive team, and particularly the DCC, to co-ordinate delivery of the force performance and delivery objectives. To lead a team of executive assistants ensuring the ACC's and Director of Commercial Services are effectively and efficiently supported and ultimately enabling the DCC to focus on managing the Force internally and externally.



Key Responsibilities:

- Overseeing the delivery of the DCC's Agenda.
- Delivering a first-class service to the DCC, with effective systems, processes and ways of working to provide first rate support to all executives, ensuring:
 - Excellent use of their time
 - First rate briefing and papers in good time for meetings
 - Actions, read outs and follow-up activity to drive progress
- Representing the DCC and having the confidence and credibility to intervene and act as a trouble-shooter to resolve issues and tensions
- Developing and maintaining highly influential and effective working relationships with a wide range of stakeholders, including Force Executive Officers, the Chief Constable, and colleagues across the force executive office and beyond.
- Leading a team of people in the Force Executive Support team, including Executive assistants and wider, ensuring you set high standards for briefing quality, correspondence and executive communication.
- Developing and maintaining effective working relationships with the Staff Officers, Chief of Staff, External Affairs Lead, Corporate Development, Corporate Communications and other key internal stakeholders
- Developing and maintaining highly influential and effective working relationships with a wide range of stakeholders, across WMP, National policing, with Home Office, and the Office of the PCC in line with the DCC's portfolio responsibilities
- Acting as part of the Force Executive Support Wider SLT.
- Coordinate cross-force activity to ensure alignment with strategic objectives.
- Oversee governance processes, including decision making pipelines, executive boards and statutory requirements.
- Maintain oversight of organisation risk, escalating issues appropriately.
- Ensure compliance with internal governance frameworks and national policing standards.
- Quality assures papers, briefings, and submissions before they reach the DCC.
- Support the DCC in managing sensitive, complex or high-profile issues.
- Lead or support cross-cutting strategic projects commissioned by the Chief or Deputy Chief Constable.
- Supporting the DCC and in liaison with key stakeholders (both internally and externally), create, implement and hold the Force Executive Team to account on a clear and consistent process for delivering the Force's performance objectives, ambition and leadership promises.
- Make independent decisions on selected matters that can be resolved with own expertise without seeking the DCC approval.
- Frequently produce management reports, policy documents and comprehensive working papers including recommendations and implementation of documents
- Supporting the DCC to ensure that Force Exec priorities are aligned and fulfilling the ambition and delivery plan, helping to create strong working relationships across FET and senior leaders.

Key Responsibilities:

- Lead on the delivery of high-quality products in relation to key DCC stakeholders such as:
 - The PCC,
 - Local Authorities,
 - the Combined Authority,
 - Local and National Politicians and Members of Government
 - NPCC,
 - HMICFRS,
 - Unions/Staff Associations
- Creating co-ordination across the DCC portfolio, in relation to Force Strategy, to ensure best practice, joined up working and delivery of DCC objectives
- Lead a team of executive assistants to ensure delivery of an effective and efficient service whilst establishing and maintaining relationships that support collaboration across the ACC portfolios
- Horizon scan, manage risk and opportunity
- Alongside Chief of Staff working with staff officer teams to create an inclusive culture, leading on behaviours and values to support the organisation's ambition.
- Deputise for and support Chief Constable in Chief of Staff's absence.

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience

This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.

Essential:

- A degree, professional qualification or at least several years' experience of working in a project management or change environment.
- Awareness of key challenges and issues in law enforcement and policing both in West Midlands and nationally.
- Experience of working with Government partners including Ministers and Political stakeholders
- Awareness of key challenges and issues in law enforcement and policing both in WMP and nationally
- Experience working with senior executives or officers, Ministers or Chief Executive Officers for a major public or private service organisation
- Working at an Executive level providing senior counsel in an operational environment or other complex, large public or private sector organisations.
- Experience of line management/leadership of a small team of staff who deliver a service on behalf of an organisation
- Excellent written and verbal communication skills

Essential:

- Exceptional organisational skills, including the ability to plan and manage multiple work streams and competing priorities; evaluating, analysing and swiftly summarising information; numerate with a keen eye for detail and a passion for accuracy in written reports
- Experience and understanding of working in a confidential, and politically sensitive environment.
- Exceptional organisational skills, including the ability to plan and manage multiple work streams and competing priorities; evaluating, analysing and swiftly summarising information; numerate with a keen eye for detail and a passion for accuracy in written reports
- An ability to work on own their own initiative and with minimal supervision of direction plus a willingness to work flexibly as an effective team member
- The ability to thrive under pressure, and succeed in a fast-paced operational environment
- Highly effective negotiation skills; ability to build and maintain strong working relationships with a broad range of senior colleagues, peers, stakeholders, and partners on behalf of a large organisation
- Ability to gather, analyse and organise complex information from a wide range of sources
- Extract crucial issues and to draw conclusions from information. Competence to present these findings effectively to senior leaders to enable strategic and tactical decision making

Desirable:

- An evidenced track record of identifying and managing risk.
- Understanding of the workings of national and local government, and the Office of Police and Crime Commissioner.
- Awareness of key challenges and issues in law enforcement and policing both in West Midlands and nationally.



Skills

This section should detail the competency requirement which could be developed through non formal training. E.g. effective time management, influencing and negotiating, effective communication including written and verbal.

Refer to skills database for core operational skills

Essential:

- A strong leader with credibility and flair. Able to role model and inspire confidence, creates and communicates a compelling vision.
- Clear strategic and creative thinker – sees the bigger picture. Able to understand the strategic aims and objectives of the organisation and be able to work at a strategic level.
- Clear communicator (written and verbal) with highly developed coaching, influencing and negotiation skills. Acts in a collaborative way that engages with people at all levels. Has the courage to challenge operationally and strategically.
- Ability to identify issues, solve complex problems and significantly innovate.
- Able to manage effectively in a crisis.
- Personally credible - discretion and integrity; energetic and highly self-motivated, personally resilient and assertive.
- Awareness and sensitivity to be able to manage successfully within a political environment.
- Curious.
- Driven to deliver - business and commercial acumen; exhibits business, organisational and contextual savvy; agile and flexible and able to work in ambiguous and fluid situations. Able to deliver results in a highly pressured environment. Able to take rational decisions and decisive action without the need to refer for guidance.

Hours of Work and Flexibility:

- Working outside of standard office hours may be required. There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evening and other out-of-hour meetings as required.
- There may be a requirement at times to travel to other locations within the Force area

Agile Work Style: (if applicable)

- 'Hot Desk'

Restriction Level:

- N/A

Key Dates:

Monday 13th July	Advert goes live
Monday 10th August	Closing date for applications
Wednesday 2nd September	Interviews
Friday 4th September	Interviews
Tuesday 8th September	Familiarisation Session

How to Apply:

To apply, you will need to complete an application form available on our website. As part of this process, you will need to write a 1,000 word supporting statement. Make sure you address each of the required essential criteria for knowledge, experience and skills.

If you have any queries on any aspect of the appointment process, please contact Supt Nathan Murray:

Nathan.Murray@westmidlands.police.uk



