

NEW ZEALAND POLICE POSITION DESCRIPTION

Assistant Commissioner Prevention

Reports to:	Deputy Commissioner National Operations
Direct reports:	National Manager Prevention National Manager Intelligence
Location:	Police National Headquarters
Remuneration range:	Senior Executive 4
Position applies to:	Office of Constable
Date:	June 2014

PURPOSE

To develop and drive the prevention and intelligence strategies at a national level to achieve a world-class Policing Service and to enhance service delivery capability.

Supports a “whole of government” approach by driving the inter-agency development of prevention and intelligence strategies within the overall vision of Safer Communities Together, Government goals and Police key priorities.

KEY ACCOUNTABILITIES

1. Strategy Development

- Provide strategic direction for prevention-focussed activities and leadership for innovation strategies in support of prevention.
- Shares the Police mission, values, goals and direction with staff, partners and stakeholders.
- Contributes to the national strategic plan and aligns prevention with Police strategic objectives
- Reviews current prevention and intelligence policies, procedures and practices and effectiveness.
- Develops national prevention and intelligence performance standards.
- Develops national prevention and intelligence plans which are aligned with Government and Police crime reduction outcomes.
- Contributes to the development and delivery of national change management strategies and in particular takes the lead on embedding a prevention mindset across the organisation.
- Contributes to national management as a member of the Police Executive.

- Raises and promotes relevant strategic issues at a national level.

2. Service Management

- Provides leadership for prevention initiatives in general across Police and leads national intelligence operations.
- Ensures services are delivered within a policing framework which adequately expresses organisational commitment to Maori responsiveness, community partnerships, a strong service ethic and community oriented policing.
- Assists the Deputy Commissioner in leadership and management roles at a national level.
- Provides timely and frank advice in respect of prevention activities.
- Ensures Districts, members of the public, partnering agencies and international agencies, where appropriate, receive a high quality coordinated Police services.
- Ensures services are delivered promptly, impartially and safely.
- Provides executive oversight of Parliamentary questions, ministerials and the Commissioners correspondence.

3. Relationship Management

- Assists the Commissioner and Deputy Commissioner in representing Police at Ministerial and senior official level, including appearing before select committees, and engaging with the public and media.
- Establishes and maintains open and constructive working relationships with partnering agencies both nationally and internationally.
- Ensures the Police perspective is adequately represented on inter-agency working parties.
- Develops and maintains formal and informal consultative and information sharing networks with peers in partner agencies and other government departments.
- Establishes at a regional level and maintains effective strategic relationships with key Government departments, local Government and non Government organisations including Iwi and other Maori agencies at appropriate levels.
- Establishes the means for monitoring performance and health of relationships.
- Establishes and maintains effective partnerships with other Police service providers (including Districts and Service Centres).

4. Resource Management

- Ensures that resources are targeted towards Safer Communities Together by focusing on significant risk issues.
- Ensures the appropriate distribution of resource allocation in accordance with national and regional strategies.
- Manages all resources according to plans, policies and General Instructions.

5. Project Management

- Prioritises projects according to strategic requirements and direction.

- Ensures the direction, management and coordination of developmental projects through effective project sponsorship.
- Assigns and appoints project managers and team members to complete projects.
- Ensures projects are completed in a timely, cost effective manner to Project Management Office standards with a quality focus.
- Manages project risks and focuses on project deliverables.
- Ensures projects are scoped and appropriately planned.
- Ensures suppliers have established contracts, service level agreements and that performance is monitored against established criteria.
- Ensures fair pricing for services in order to achieve optimal results.

6. Team Management

- Provides leadership and direction for staff and acts as a role model.
- Focuses on achieving results in prevention and is held accountable for them.
- Ensures strong and effective channels of communication amongst the prevention group.
- Plans, coordinates, develops and monitors work of the prevention group.
- Plans, develops and monitors the performance of staff in the team ensuring that they are motivated, trained and encouraged to the best of their abilities.
- Leads and manages own team in relation to:
 - Human resource management
 - Project management
 - Financial management
 - Communication management
- Ensures systems and behavioural alignment to the integrity, ethics and values of the organisation.
- Ensures the promotion of values and ethics within the team and the organisation.
- Oversees the proactive development of future leaders from within Metro and District staff.

7. General Management

- Maintains a constructive working relationship with all staff.
- Contributes to Police objectives as a member of the Police Executive.
- Contributes to meeting Police obligations under the Treaty of Waitangi.
- Provides overall management and allocation of the budget.
- Fosters a safe environment by integrating safety and health into all aspects of work practices and places of work.

Special Requirements:

- Appropriate tertiary study is preferable.

- Top secret security clearance is essential.

NOTE

For selection purposes each of the above competencies will be considered in relation to the following:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training
2. Personal attributes and temperament relevant to the position
3. General health which will allow for the performance of all duties and functions of the position.