

## NEW ZEALAND POLICE POSITION DESCRIPTION

### Assistant Commissioner Districts (2I/C)

Reports to:	Deputy Commissioner District Operations
Direct reports:	Executive Assistant Project positions (as required)
Location:	Police National Headquarters
Remuneration range:	Senior Executive 4
Position applies to:	Office of Constable
Date:	June 2014

### PURPOSE

To lead and coordinate all District policing activities to ensure the achievement of Police goals while ensuring strategic alignment with Police nationwide.

### KEY ACCOUNTABILITIES

#### 1. Strategy Development

- Fosters a culture of performance that focuses on results.
- Shares the Police mission, values, goals and direction with staff, partners and stakeholders.
- Ensures the effective performance of the Districts and reports to the Deputy Commissioner on regional performance issues such as crime, incident and traffic trends and any specific operational issues within the national Performance framework.
- Ensures environmental scans and other relevant research is conducted to appropriately direct resources to achieve desired outcomes and enable meaningful contribution to the national strategic plan.
- Ensures risk analyses are conducted for each critical area of Policing at each District level and contributes to the development and operation of national risk management.
- Develops District plans which are aligned with Government and Police crime reduction outcomes.
- Acts as a project sponsor/manager for national and district implementation of strategic projects.
- Contributes to national management as a member of the Police Executive.
- Raises and promotes relevant strategic initiatives at a national level.

- Translates national goals (as articulated in the Police Statement of Intent) to District level and into achievable and measurable performance targets.
- Supports and monitors and reports on progress and implementation of the strategic plan.
- Promotes and develops partnerships which facilitate key interventions set out in the Statement of Intent and consultation strategies which concentrate on all Maori, their special characteristics and needs, particularly in relation to the reduction of offending and victimisation.
- Contributes to NZ Police by participating in the development of national and District policies and strategies and monitoring organisational performance.
- Ensures the development and implementation of strategies and policies are consistent with national direction.
- Contributes to the national strategic plan to ensure the alignment of District initiatives with Police strategic objectives.

## **2. Service Management**

- Assists the Deputy Commissioner in leadership and management roles at a national level.
- Fosters a culture of service first throughout the region.
- Responsible for the delivery of regional development priorities as set by the Deputy Commissioner.
- Oversees the production of regional operational intelligence reporting and high level tasking.
- 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.
- Provides professional supervision and support to District Commanders and Superintendent Operations and other direct reports as assigned.
- Provides timely and frank advice in respect to the coordination of District police services.
- 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 as they relate to Auckland Metro.

## **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.
- Manages the political interface with Members of Parliament impacting on Districts.
- Establishes the means for monitoring performance and health of relationships.
- Establishes and maintains effective partnerships with other Police service providers (adjoining 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 within the Districts 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 District staff and District Coordinators, and acts as a role model.
- Focuses on achieving results in the Districts and is held accountable for them.
- Ensures strong and effective channels of communication amongst the Districts and managers.
- Plans, coordinates, develops and monitors work of the metro team.
- 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.