



JOB PROFILE

Post Title:	Police Constable
Responsible to:	Police Sergeant
Responsible for:	None
Grade:	D

Job Purpose

To make St. Helena & Ascension Island Safer, we will do this by

- Preventing & Tackling Crime
- Protecting Vulnerable People
- Improving our Police Service
- Delivering justice for victims of crime
- Making our roads safer
- Improve public confidence in policing

Main Duties and Responsibilities

- Respond to a wide range of incidents in an appropriate, professional and timely manner, in accordance with guidance, policies and procedures, in order to support public confidence in policing.
- Assess immediate threat, harm, risk and vulnerability to determine a proportionate response in line with the law, policy and guidance to protect life and property, preserve order, prevent the commission of offences and bring offenders to justice.
- Take initial control of the incident as the primary agency, and where appropriate liaise with supervision, partners and other agencies to develop initial and dynamic working strategies.
- Conduct efficient and effective investigations, determining the significance of information, intelligence and evidence from a variety of sources to generate lines of enquiry, inform decision making, achieve appropriate disposals that are public-focused and to support evidence based policing.
- Engage with victims, witnesses, and the vulnerable, in accordance with equality, diversity and human rights considerations, to provide initial support in line with the victim codes of practice.
- Identify and manage suspects in line with codes of practice and legislation to achieve the agreed working strategies.
- Maintain awareness of actual and potential risks to individuals, groups and businesses, taking appropriate action to protect and support those in need of public protection to pre-empt or effectively address safety / vulnerability issues.
- Collate and record information, intelligence and evidence gathered, where appropriate recording crimes and incidents in accordance with national standards, to ensure the investigation can proceed promptly and effectively.
- Justify and professionally account for actions and outcomes to ensure adherence to legal frameworks and key working principles, policies and guidance



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Special Conditions

- Working unsociable hours, weekends and public holidays.
- Must be under 60 on appointment
- Dealing with traumatic situations i.e. tragic deaths etc.
- Work in adverse weather conditions, including situations at night where there is poor visibility.
- Deal with violent and dangerous detainees.
- Will be expected to wear police uniform, which will be provided.
- As a police officer the Police Ordinance puts certain restrictions on your private life whilst you are a police officer.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role. In order to perform this role, initial training and ongoing training will be provided.



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Core Competency and Value Framework

See <https://profdev.college.police.uk/professional-profile/test-9/>

Competency	Level
Emotionally Aware <ul style="list-style-type: none">• Treats others with respect, tolerance and compassion.• Can acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.• Remains calm and thinks about how to best manage the situation when faced with provocation.• I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.• Knows when to ask for help and support when I need it.• Understands the value that diversity offers.• Can communicate in clear and simple language so that I can be easily understood by others.• Seeks to understand the thoughts and concerns of others even when they are unable to express themselves clearly.	1
Takes Ownership <ul style="list-style-type: none">• Actively identifies and respond to problems.• Approach's tasks with enthusiasm, focusing on public service excellence.• Regularly seeks feedback to understand the quality of my work and the impact of my behaviour.• Recognises where they can help others and willingly take on additional tasks to support them, where appropriate.• Gives feedback to others that is understandable and constructive.• Takes responsibility for own actions, fulfil promises and do what they say.• Will admit if they have made a mistake and take action to rectify this.• Demonstrates pride in representing the police service.• Understands own strengths and areas for development and takes responsibility for their own learning to address gaps	1
Analysis and use of Information: <ul style="list-style-type: none">• Recognises the need to think critically about issues. Values the use of analysis and testing in policing.• Takes in information quickly and accurately.• Able to separate information and decide whether it is irrelevant or relevant and its importance.	1



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<ul style="list-style-type: none">• Solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.• Refers to procedures and precedents as necessary before making decisions.• Weighs up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.• Recognises gaps and inconsistencies in information and think about the potential implications.• Makes decisions in alignment with our mission, values and the Code of Ethics	
Deliver, support and inspire <ul style="list-style-type: none">• Accepts challenging tasks to help to improve the service continuously and support my colleagues.• Understands how my work contributes to the wider police service.• Understands it is part of my collective responsibility to deliver efficient services. Takes personal responsibility for making sure that they are working effectively to deliver the best service, both individually and with others.• Conscientious in their approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.• Support the efficient use of resources to create the most value and to deliver the right impact.• Keeps up to date with changes in internal and external environments.• Acts as a role model for the behaviours they expect to see in others and acts in the best interests of the public and the police service.	1
Collaborative: <ul style="list-style-type: none">• Works cooperatively with others to get things done, willingly giving help and support to colleagues.• Approachable, and explain things well to generate a common understanding.• Takes the time to get to know others and their perspective in order to build rapport.• Treats people with respect as individuals and address their specific needs and concerns.• Open and transparent in my relationships with others.• Is clear and appropriate in my communications.	1
Innovative and open-minded <ul style="list-style-type: none">• Demonstrates an openness to changing ideas, perceptions and ways of working.• Shares suggestions with colleagues, speaking up to help improve existing working methods and practices.• Reflects on my own way of working and periodically review processes and procedures to make continuous improvements.• Can adapt to change and am flexible as the need arises while encouraging others to do the same.• Learn from experiences and do not let themselves be unduly influenced by preconceptions.	1



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 2 English or above or equivalent	E	✓	✓
Clean drivers licence in Class A and C (or be prepared to attain the required license in a 6 month time frame)	E	✓	✓
Functional Skills Level 2 Maths or above or equivalent	D	✓	
Valid First Aid Certificate	D	✓	
Knowledge & Experience:			
Experience of working with difficult, demanding and/or vulnerable members of society	E	✓	✓
Experience as a special constable	D	✓	
Previous experience working as a Police Constable or work experience within Policing or in some capacity with people (however initial and ongoing training will be provided)	D	✓	
Skills and Abilities:			
Communicates ideas and information effectively, both verbally and in writing. Use appropriate language and a style of communication that is relevant to the situation and people being addressed. Having the ability to write clear concise reports	E	✓	✓
Capable of persuading and influencing others in a variety of situations	D	✓	✓
Able to plan, organize and manage your own work to effectively achieve organizational goals	D	✓	✓
Ability to gather information from a range of sources to identify problems, draws logical conclusions and makes effective decisions. Initiate new ideas when required	D	✓	✓
Applicants should have good physical and mental health.	E		✓
Ability to make decisions under pressure	D	✓	✓
Ability to show tact and diplomacy when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences and needs.	D		✓
Having common sense and sound judgement	D		✓



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Being self-disciplined and able to accept discipline	E		✓
Being honest and trustworthy.	E		✓
Other:			
Willingness to work flexibly	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓

Code of Ethics

Accountability

You are answerable for your decisions, actions and omissions

Fairness

You treat people fairly

Honesty

You are truthful and trustworthy

Integrity

You will always do the right thing

Leadership

You lead by good example

Objectivity

You make choices on evidence and your best professional judgement

Openness

You are open and transparent in your actions and decisions

Respect

You treat everyone with respect

Selflessness

You act in the public interest