



## PERSON SPECIFICATION

<b>Post Title:</b>	Police Inspector (Ascension Island)
<b>Organisation:</b>	Royal St. Helena Police Service
<b>Responsible to:</b>	Detective Chief Inspector
<b>Responsible for:</b>	Police Sergeant, Constables and Special Constables
<b>Grade:</b>	N/A

### Job Purpose

To improve the lives of all within our community and help Ascension Island thrive by delivering and developing the operational capability and capacity of the Royal St. Helena Police Service.

### Main Duties and Responsibilities

The duties and responsibilities of the Police Inspector (Ascension Island) shall include, but not be limited to, the following:

- Responsible for the management of all aspects of day-to-day policing on the island of Ascension, including planning, management and command of Police Operations.
- To undertake the role of Emergency Planning Officer for Ascension Island.
- To undertake the role of Superintendent of Prisons in accordance with the Prisons (Ascension) Ordinance, 1960.
- To undertake the role of Chief Immigration Officer, as required, working together with the Administrator of Ascension Island in relation to Entry Control.
- To undertake the role of Licensing Officer and to supervise and advise the register of vehicle and post office staff, driver examiners and motor vehicle examiners.
- Provide operational leadership and line management to the uniformed police officers.
- Community policing, working with key partners and stakeholders to maintain and enhance community engagement and neighbourhood policing.
- Investigation of crime and other incidents.
- Ensure public events are well planned, efficiently policed and reviewed and that relevant learning is recorded for future reference.
- Following the receipt of actionable intelligence, to instigate investigations into suspected offences.
- Promote both internally and externally the safeguarding agenda.
- Mentor officers and assist in the building of both capability and capacity across the Royal St. Helena Police Service.
- Assist in the management of operational resources in order to maximise efficiency ensuring best value at all times.
- Undertake training needs analysis and, with the Inspector (Training & Development), develop appropriate training plans to develop staff.



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In addition to their primary duties, the Police Inspector (Ascension Island) may also be required to perform the following roles in support of Royal St. Helena Police Service operations:

1. Custody duties
2. Investigation of complaints and disciplinary issues
3. Crime reviews
4. Events planning and command
5. Duties management

The Police Inspector (Ascension Island) will generally work from 08:00-16:00 on Monday to Friday. However, they may also be required to work shifts across the 24/7 period as required and at times may be on call as part of the police on call rota (there is no additional payment for this responsibility, but time off in lieu is permissible).

### Special Conditions

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 as directed by the Chief of Police.

### Core Competency Framework

Competency	Level
<b>Professional Development:</b> Required Professional Competency standards met	ii
<b>Planning &amp; Delivery of Work:</b> Ensures appropriate resources and levels of capability are available to deliver to plan. Promote and enforce appropriate organisational rules and procedures and lead by example in managing business relationships.	iv
<b>Analysis and use of Information:</b> Outputs, including the evaluation of policies, projects and programmes are evidence based and decision making and solutions are established by interpreting trends	iii
<b>Decision Making:</b> Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs. Considers internal and external influences in complex decision making and problem solving including significant long-term implications these may have on the organisation.	iv
<b>Working with Others:</b> Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
<b>Communication:</b> Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents.	iv



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Competency	Level
<b>Influencing and Persuading:</b> Recognises and anticipates the needs of senior managers and government officials and influences to maintain a balance between individual motives and directorate requirements, and ensures strategies to support a diverse workforce are implemented. Varies style of communication to have maximum impact on audience and presents unpopular messages confidently.	iv
<b>Dealing with Change:</b> Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.	iv
<b>Continuous Improvement:</b> Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance.	iii
<b>Managing Resources:</b> Gains respect and credibility from team members through effective delegation, coaching and development.	iv



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Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Qualified to Inspector	E	✓	
Accredited PIP1 trained or equivalent (or higher)	E	✓	
Full driving licence	E	✓	
<b>Knowledge &amp; Experience:</b>			
Operational experience at Inspector level;	E	✓	✓
Experience of Custody Officer duties	E	✓	✓
Broad policing experience in a variety of operational environments including (but not exclusively): <ul style="list-style-type: none"> <li>• Experience of Neighbourhood (Community) Policing;</li> <li>• Response Policing;</li> <li>• Crime investigation experience; and</li> <li>• Experience of working in partnership with external stakeholders.</li> </ul>	E	✓	✓
Practical knowledge and understanding of current policing challenges, efficiency and diversity issues.	E	✓	✓
Experience of applying the National Decision Model in a variety of operational situations	E	✓	✓
Experience of planning, managing and debriefing events and major incidents	D	✓	✓
Experience of firearms/public order command and/or liquor licensing	D	✓	✓
Experience of working with other organisations and/or partner organisations, ideally within the confines of an international treaty	D	✓	✓
Experience of working alongside military organisations	D	✓	✓
<b>Skills and Abilities:</b>			
IT skills, incl. material preparation, word processing, spreadsheets, and databases	E	✓	
Administrative and organisational skills	E	✓	
Able to build and maintain effective working relationships both internally and externally	E	✓	✓
Ability to adapt to new situations and environments	E	✓	✓
Able to review and assess own, individual and team performance against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary	E	✓	✓
Able to coach and mentor colleagues to enable appropriate career and professional development.	E	✓	✓
Problem solving skills with the ability to identify cause and effect and develop a course of action, drawing on evidence base, designed to target root causes, mitigate risks and manage impacts	E	✓	✓
Able to identify, analyse, and manage risk to inform balanced, proportionate evidenced-based decisions	E	✓	✓



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<b>Other:</b>			
Willingness to work flexibly – evening and weekend work may be required.	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	✓	✓

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.