



PERSON SPECIFICATION



Post Title	Police Constable
Directorate	Royal St Helena Police – Ascension Island
Responsible to	Police Sergeant
Responsible for	None

Job Purpose

To improve the lives of all within our communities, help the islands of St. Helena and Ascension Island thrive, improve the capability and capacity of the Royal St. Helena Police Service and help to develop the skills and abilities of our police officers and staff.

Key Tasks

The duties of a Police Constable shall include, but not be limited to, the following:

- Provide appropriate initial and ongoing frontline response to a wide range of incidents that may include complex and confrontational situations, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance.
- Take a leading role in establishing effective localised partnerships to problem solve, engage with, reassure and support organisations, groups and individuals across communities in line with the service's planned approach.
- Effectively engage with victims, witnesses, suspects and the vulnerable, in accordance with equality, diversity and fundamental human rights considerations, to provide initial support, direct towards relevant services, establish relationships and gather information that prevents and reduces crimes.
- Maintain awareness of potential and actual risks to individuals, taking appropriate action to protect and support those in need of public protection to pre-empt or effectively address safety / vulnerability issues.
- Conduct effective and efficient priority and high-volume investigations as requested in line with standards of investigation to inform the development of high quality case files and initiation of criminal justice proceedings.
- Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings.
- Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.
- Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.
- Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.



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- Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking and problem solving methodologies to identify solutions to problems in line with evidence based practice within area of work.
- Support the implementation of problem solving and evidence based policing initiatives by championing and applying relevant methodologies and approaches to area of work.
- Support local officers to build evidence of their progress and competence, and develop action plans for their professional development.
- Act as an immigration officer as/when required
- To carry out all other duties as instructed by supervisors or as dictated by circumstances.

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.

Additional special conditions include:

- Working unsociable hours, weekends and public holidays.
- 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 people.
- 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.

Core Competency Framework

Competency	Level
Professional Development: Required Professional Competency standards met	ii
Planning & Delivery of Work: Plans and organises work to meet individual, team and directorate/departmental objectives whilst achieving quality and value for money. Recognises good performance and tackles poor performance. Ensures delivery against plan. Identifies information needs and ensures they are delivered in a timely and effective manner	iii
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii



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Competency	Level
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions.	iii
Working with Others: Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information Shares and implements good practice with others Works with senior management and other stakeholders	iii
Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents	iv
Influencing and Persuading: Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
Dealing with Change: Supports individuals in their team through periods of change. Listens and responds to constructive feedback. Initiates new ways of doing things. Recognises and deals with obstacles to change. Promotes goals or new initiatives to others.	iii
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals Shares knowledge and experience with others Manages own development and performance Learns lessons from both successes and failures	ii
Managing Resources: Tackles poor performance by individuals promptly. Ensures team members understand key issues affecting their work and their role within SHG.	iii



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Criteria	Essential/ Desirable	Application Form	Selection Process
Qualifications:			
Minimum of 2 years operational experience as a police constable in the United Kingdom or a U.K. Overseas Territory	E	✓	✓
Knowledge & Experience:			
Highly competent in the role of Police Constable	E	✓	✓
Broad policing experience including (but not exclusively): <ul style="list-style-type: none"> Experience of Neighbourhood (Community) Policing; Experience of Response Policing; Custody experience; Crime investigation experience; and Experience of working in partnership with external stakeholders. 	E	✓	✓
Practical knowledge and understanding of current policing challenges, efficiency and diversity issues.	E	✓	✓
Experience of coaching, mentoring and tutoring	D	✓	✓
Skills and Abilities:			
Skilled in developing rapport, trust and credibility.	E	✓	✓
Skilled in using questioning, listening and non-verbal communication techniques.	E	✓	✓
Administrative and organisational skills	E	✓	
IT skills, incl. material preparation, word processing, spreadsheets, and databases	E	✓	
Able to build and maintain effective working relationships both internally and externally	E	✓	✓
Skilled in giving, eliciting and receiving feedback and in overcoming communication barriers.	D	✓	✓
Other:			
Willingness to work flexibly – evening and weekend work will 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	✓	✓



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Our Values

Every person working within the Royal St. Helena Police Service must work honestly and ethically. The public expect police officers and staff to do the right thing in the right way and basing decisions and actions on a set of principles will help to achieve this.

The principles set out in our Code of Ethics originate from the 'Principles of Public Life' published by the UK Committee on Standards in Public Life in 1995, as these continue to reflect public expectations. The Code also includes the principles of fairness and respect as these are crucial to maintaining and enhancing public confidence in Policing and other public services.

- **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



PERSON SPECIFICATION



Police Constable Pay Cadre

GRADE	PAY (£)	DESCRIPTION
D1	11,034	Commencement point for all individuals.
		ACTIVITIES: <ul style="list-style-type: none">• Successfully complete Development Programme to become Operationally Competent• Undertake Independent Patrol
D5	12,138	OPERATIONALLY COMPETENT: Successfully completed Development Programme and signed off as Operationally Competent. Can work unsupervised and undertake Independent Patrol.
		ACTIVITIES: <ul style="list-style-type: none">• Successfully complete Development Programme to become Fully Competent• Complete 2-year Probation Programme• Can work unsupervised across all main duties and responsibilities of the Job Profile
E1	14,138	FULLY COMPETENT: Successfully completed Development Programme and signed off as Fully Competent. Trained in all main duties and responsibilities of the Job Profile and can work fully unsupervised. Can demonstrate an understanding of any main duties and responsibilities undertaken infrequently even if cannot demonstrate experience in undertaking them. Can mentor more junior members of staff (new recruits).
E4	15,199	FULLY COMPETENT PLUS 1-year (Minimum 3-Years) Continues to maintain Continuous Professional Development (CPD) including undertaking activities such as refresher training, development courses, overseas training or other development as required. Undertakes the full duties and responsibilities of role. Maintains skills and continues to develop knowledge and experience. Takes on Additional Responsibilities (for example, planning/leading operations or initiatives, taking responsibility for specific community groups or issues). Mentors more junior members of staff.
E6	15,906	FULLY COMPETENT PLUS 2-years (Minimum 4-Years) Continues to maintain Continuous Professional Development (CPD) including undertaking activities such as refresher training, development courses, overseas training or other development as required. Undertakes the full duties and responsibilities of role. Maintains skills and continues to develop knowledge and experience. Takes on Additional Responsibilities (for example, planning/leading operations or initiatives, taking responsibility for specific community groups or issues). Mentors more junior members of staff.



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GRADE	PAY (£)	DESCRIPTION
E9	16,966	FULLY COMPETENT PLUS 3-years (Minimum 5-Years) Continues to maintain Continuous Professional Development (CPD) including undertaking activities such as refresher training, development courses, overseas training or other development as required. Undertakes the full duties and responsibilities of role. Maintains skills and continues to develop knowledge and experience. Takes on Additional Responsibilities (for example, planning/leading operations or initiatives, taking responsibility for specific community groups or issues). Mentors more junior members of staff.
E11	17,673	FULLY COMPETENT PLUS 4-years (Minimum 6-Years) Continues to maintain Continuous Professional Development (CPD) including undertaking activities such as refresher training, development courses, overseas training or other development as required. Undertakes the full duties and responsibilities of role. Maintains skills and continues to develop knowledge and experience. Takes on Additional Responsibilities (for example, planning/leading operations or initiatives, taking responsibility for specific community groups or issues) Mentors more junior members of staff.