

Heddlu Gwent Police

Role Description

Job Title: Special Constabulary Chief Inspector

Reports to: Special Chief Officer

Location: Headquarters

Purpose: To support the Special Constabulary Chief Officer in the efficient running of the Special Constabulary (SC). To lead and motivate a team of Special Constables, Special Sergeants and Special Inspectors, ensuring the delivery of a range of policing services and organisational standards are upheld.

Role last reviewed: May 2017

Accountabilities:

1. To deputise for the SC Chief Officer when necessary.
2. To ensure that the profile of the Special Constabulary is increased internally and externally.
3. To assist the SC Chief Officer with the strategic management of the Special Constabulary in terms of contributing to policy and deployment changes that will impact on the Special Constabulary.
4. Ensure standards, supervisory levels, and training needs are appropriate and recommend any improvements in service delivery or training requirements as identified.
5. Ensure DutySheet, other Force systems and protocols, are used effectively to enable the SC to be tasked and deployed in the best way in line with Force protocols. This includes monitoring expenses, and PDR Module on DutySheet as well as the Mobilisation DutySheet system to ensure that the team can mobilise speedily and efficiently if directed by the Force.
6. To co-ordinate the SC response to policing events when requested. This will include supporting the Force as requested in times of emergency or critical incidents. This may include preparation of operational orders in liaison with Regular officers to ensure that teams are fully briefed regarding planned operations.
7. Lead the Special Inspectors, holding them to account for performance and service delivery within their respective areas, providing advice, guidance and support to enable effective performance and ensure the achievement of local aims and objectives. Undertake development review meetings, ensuring that objectives contribute to Force priorities.
8. Meet regularly with Local Policing Area (LPA) Senior Management Team and Single Points of Contact to ensure that the service provided by the Specials is fully integrated into the work of the LPA and meets local policing needs.
9. To motivate and inspire the SC ensuring Special Constables are fully integrated into Regular teams.
10. Co-ordinate team/training meetings for the Special Constabulary and be a point of contact for trainers to ensure continuous professional development of the team. To ensure the

team is up to date with legislation/knowledge and equipped to deal with changes in policing.

11. Monitor the Independent Patrol Status of student Special Constables and support tutors with the task of ensuring student Specials achieve their competencies within acceptable timescales.
12. Participate in the recruitment and promotion of the Special Constabulary when requested; this includes attendance at open evenings and attestations.
13. Ensure you listen to team ideas, know your team and regularly communicate and consult with them. This includes ensuring Force policy and procedure is communicated to the team.
14. Ensure Officer Safety Training and First Aid Training is up to date
15. To deliver a customer focused service.
16. To promote and adhere to Gwent Police's Strategic Equality Plan to support the development of a diverse workforce.
17. To take reasonable care of own and others' safety; to co-operate with managers/supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults etc.

Responsibilities

- Supervisory responsibility for
2 Special Inspectors
Special Sergeants (numbers TBC)
Up to 200 Special Constables

Key Relationships

- Chief Officer Team
- Workstream Leads & LPA Commanders.
- Chief Inspector – CiP Lead

Special Circumstances:

1. Gwent Police is a non-smoking organisation
2. All potential staff to Gwent Police must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.
3. Remain operationally competent by performing the duties of a Special Constable. It is requested that the minimum 16 hours of volunteer duty is undertaken.

4. To take reasonable care of own and others' safety; to co-operate with managers / supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults etc.
5. This post has tenure of 5 years with a maximum of two terms
6. To undertake the annual fitness test.
7. Attend a leadership training course in order to ensure that supervisors are trained in leadership principles in support of Force values.

Note: This job description is provided to give a broad outline of the job activities of this post. Gwent Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. As an employee of Gwent Police you may be required to serve in any position as appropriate to your grade or at any establishment within Gwent Police boundaries in order to ensure the efficient and effective operation of the organisation.

Job Specific Criteria Areas	Maximum Word Count	Method of assessment, For example, application form, test, presentation or certificate
1. Attainments		
N/A		
2. Knowledge	N/A	Interview
<p>A thorough knowledge of operational policing both within Gwent and nationally.</p> <p>A good knowledge of the national Citizens in Policing Strategy.</p> <p>A good knowledge of the current force and national priorities for policing.</p> <p>To have an excellent knowledge of police IT systems.</p>		

3. Experience	300 Words	Application Form and/or Interview
<p>A proven track record of working as a Special Constable or above.</p> <p>Outstanding communication skills (oral and written) and the ability to lead a team.</p> <p>Demonstrate strong and effective working relationships with regular officers.</p> <p>Previous experience of developing a team or individual.</p>		
4. Take Ownership	N/A	Interview
<p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>		

<p>5. Collaborative</p> <p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>	<p>300 Words</p>	<p>Application Form and/or Interview</p>
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<p>6. Deliver, Support & Inspire</p> <p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p>	<p>N/A</p>	<p>Interview</p>
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<p>7. Analyse Critically</p> <p>I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</p> <p>I think about different perspectives and motivations when reviewing information and how this may influence key points.</p> <p>I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</p> <p>I understand when to balance decisive action with due consideration.</p> <p>I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</p> <p>I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.</p> <p>I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</p>	<p>300 Words</p>	<p>Application Form and/or Interview</p>
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<p>8. Innovative and open minded</p> <p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>	<p>300 Words</p>	<p>Application Form and/or Interview</p>
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<p>9. Emotionally Aware</p> <p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>	<p>N/A</p>	<p>Interview</p>
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As a Special Constable in Heddlu Gwent Police you may be required to serve in any position appropriate to your grade or at any establishment within the Police Area, in order to ensure the efficient and effective operation of the service. Any change to your conditions will be subject to a process of consultation.

I agree and accept the duties, responsibilities and conditions placed upon me in this role description and we the undersigned confirm that this conveys a full and accurate description of the job at this time.

Job Holder_____

Chief Officer_____

Date_____

Date_____