

## Special Constable Job Family – Constable

<b>Rank:</b> Special Constable	<b>Department:</b> Operational
<b>Location:</b> Any division	<b>Security Vetting:</b> RV, CTC

### Role Purpose

To uphold the law fairly and firmly; to prevent crime; to pursue and bring to justice those who break the law; to keep the Queen's peace; to protect, help and reassure the community and to be seen to do all this with integrity, common sense and sound judgement in support of the regular officers of the Dyfed-Powys Police.

### Key Accountabilities

#### Role Specific

1. To provide support and perform duties alongside regular Police Officers or other members of the Special Constabulary to resolve local policing problems.
2. To perform duties in times of emergency to assist the Dyfed Powys provision.
3. To show commitment to policing special events throughout the Dyfed Powys policing area.
4. To create and maintain partnerships within the community and provide support in dealing with local community issues.
5. To provide a high quality of service to both internal and external customers of the police service.
6. Special Constables may be required to perform other duties which are not necessarily specified on the role profile, but are commensurate with the responsibilities of the role holder.

#### Role Generic

7. 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.
8. Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.
9. Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.
10. Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.
11. Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking to identify solutions to problems in line with evidence based practice within own area of work.
12. Support the implementation of evidence based policing initiatives by championing and applying relevant approaches to own, the team's and/or stakeholder practice.
13. Comply with Dyfed-Powys Police Policies on Staff Development, Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security and act in accordance with Force Guidance documents and protocols.

### Professional Registration / Licenses

Not applicable.

### Prior Education

- Completed mandatory assessments on recruitment.

### Continuous Professional Development

1. Maintain an up to date understanding of Police Regulations and College of Policing Guidance, best practice and any local policy applicable to the operational police context.
2. Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.
3. Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesise these into working practice, championing innovation and changes to practice.
4. Maintain a working knowledge and understanding of new and evolving crime threats and priorities and current best practice to tackle these in order to enable a pro-active and preventative approach.
5. Complete all annual and mandatory training.

**Note:** This role profile is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the role profile but which are commensurate with the rank. The role profile may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]		Application	Interview
Role Specific	1. Must be willing to undertake training at a convenient period to both Special Constables and training officers. <b>(E)</b>	X	
	2. Must be willing to undertake at least sixteen hours duty per month. <b>(E)</b>	X	
	3. Must be willing to monitor and update duty sheet promptly and accurately. <b>(E)</b>	X	
Role Generic	4. Must have strong communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different people/ audiences <b>(E)</b>	X	X
	5. Must have good team working skills demonstrating awareness of individual differences and providing support as required <b>(E)</b>	X	X
	6. Must be able to proactively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns <b>(E)</b>	X	X
	7. Must be able to identify the drivers of behaviour, acting with discretion and emotional intelligence to manage conflict and defuse difficult situations <b>(E)</b>	X	X
	8. Must have proven problem solving skills with the ability to identify cause and effect and develop a course of action signed to target root causes as well as manage impacts <b>(E)</b>	X	X
	9. Must be able to interpret and apply guidance to a specific activity <b>(E)</b>	X	X
	10. Must be able to critically question and identify potential opportunities to enhance efficiency and/or effectiveness within own area of work <b>(E)</b>	X	X
	11. Must be able to identify, analyse and manage risk to inform balanced, proportionate, evidence based decisions <b>(E)</b>	X	X
	12. Must be able to review and reflect on own performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role <b>(E)</b>	X	X
	13. Must have good time management skills with the able to appropriately prioritise and plan own work <b>(E)</b>	X	X
	14. Must have the ability to communicate through the medium of Welsh to Level 1 or be prepared to achieve this within 6 months of appointment <b>(E)</b> <a href="#">[Click here for the DPP Welsh Language requirements]</a>	X	

**KEY: (E) – Essential / (D) – Desirable**

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.