

 HR Services putting people first	HUMBERSIDE POLICE Role Requirement	Objective Analysis: 1A - Operational
		Post No: Various
Position Title: Sergeant - Communities Command	Grade: Sergeant	Vetting Level:
Overall Purpose of the role: To supervise a team providing leadership and direction, and ensuring that effective policing services are delivered in accordance with the Force aims and ambition. To provide a response to emergency and prompt calls for service. Put victims first by using a problem solving approach to reduce crime, anti social behaviour and bringing offenders to justice.		
Generic Roles/Tasks		Specific Roles/Tasks
<p>Conducts formal briefings to ensure individuals have the necessary skills, equipment and information to undertake their duties.</p> <p>Completes regular work record checks. Ensures individuals conduct enquiries, prepare reports and files which comply with Force policy and procedure. Ensures there is a fair and even allocation of work.</p> <p>Supervises the deployment of individuals in accordance with Command policy and procedure.</p> <p>Manages individuals in the performance of their duties attending incidents to provide advice, support and guidance where needed and to monitor staff morale, health and welfare.</p> <p>Maintains awareness of crime and disorder issues within communities, using other commands to improve and implement tactical options.</p> <p>Monitors and inspects Prosecution files for content and quality of evidence and ensures that submission target dates are achieved.</p> <p>Manages, motivates and develops individuals by completing performance development reviews and positively managing underperformance and attendance.</p> <p>Receives complaints against police officers and staff and attempts to resolve them</p>		<p>Community Safety Acts as the Force point of contact for issues relating to Community Cohesion and alcohol licensing matters, providing advice and guidance.</p> <p>Assists in embedding cohesion and crime reduction into all roles within the command through upskilling of staff so this area of work is everyone's responsibility.</p> <p>Ensures relevant legislation and partnership engagement is utilised to reduce crime and that night time economy areas are safe for the communities that use them.</p> <p>Through visits to licensed premises, inspects new and existing premises which are subject to licensing applications as well as ensuring existing licensees are adhering to operating conditions attached to the license.</p> <p>Develops and promotes community engagement initiatives.</p> <p>Community Investigation Has ownership or acts as OIC for the most serious and complex investigations allocated to Communities Command and/or through oversight, directs investigative activity.</p>

<p>in accordance with the relevant force procedures, takes immediate action where appropriate, to secure and preserve evidence where necessary.</p> <p>Ensures regular checks of vehicles and their equipment to ensure that any deficiencies or faults are rectified.</p> <p>Inform the duty inspector of any matters requiring their authority, notification or involvement.</p> <p>To regularly undertake the role of custody sergeant to ensure accreditation and Force custody resilience is maintained.</p> <p>To provide support to members of the Special Constabulary and other staff.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	<p>Proactive</p> <p>Develops and implements intelligence led policing to actively reduce crime, disrupt persistent offenders and Organised Crime Groups.</p> <p>Monitor and manage the IOM process in line with force policy.</p> <p>Community Policing and Early Intervention</p> <p>Establishes and maintains close liaison with locally based communities and other groups via attendance at meetings making a positive contribution to a partnership approach to problem solving within our communities, ensuring the right outcome for the victim and offender.</p>
Responsibility	Decision Making
<p>Understanding the needs of the local community.</p> <p>Developing the effectiveness and efficiency of the team by ensuring that officers receive all appropriate training and that standards are maintained across the Force;</p> <p>Managing and developing the effective and efficient day to day deployment of Communities Command staff and ensuring those standards are maintained across the Force.</p> <p>Health and safety in accordance with force policy and needs.</p> <p>The post holder is responsible for the meeting the needs and expectations of individuals by providing appropriate help and advice taking all concerns seriously and explaining what will be done to address them, including whether or not any further actions will be taken and why.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing.</p>	<p>Gives due consideration to competing priorities and available resources.</p> <p>Demonstrates an understanding of resource and performance management issues.</p> <p>Takes responsibility for the decisions of others working under their direction.</p> <p>Regularly reviews progress and amend decisions to take account of change; revises, explains and defends decisions effectively.</p> <p>Making decisions as appropriate regarding the Command/shift in the absence of the shift inspector.</p>

<p>You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.</p> <p>You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		
	Additional Information	
	<p>The generic nature of the role means that it may be necessary to undertake the role in other areas across the command as the requirements of the service dictate. Any such request will be reasonable, taking into consideration your circumstances, be in a post appropriate to your skills and abilities or deemed as a developmental opportunity to enhance the skills of both the individual and the function.</p>	
Reports to:	Direct reports:	
<p>Inspector Communities Command</p>	<p>Community Command Constables and Staff.</p>	
<p>Prepared by:- Sarah Page Date:- (Updated) July 2017</p>	<p>Confirmed by:- Ch Supt Wilson Date:- July 2017</p>	<p>Received by:- Date:-</p>

Person Specification

		Sergeant
Attainments/ Knowledge	Essential	Is of the rank of Sergeant or is in the promotion pool and is eligible to be promoted. Has an understanding of the local and social issues which surround the role of the police. Possesses a comprehensive understanding of relevant criminal law, especially PACE. All patrol sergeants to be custody trained and maintain their accreditation. For detective sergeant officers must have undertaken and passed the National Investigation Exam (NIE) and successfully completed the Initial Crime Investigators Development Programme (ICIPD) including tutoring period. To maintain PIP level 2 qualification by completing a portfolio in relation to investigations, victims and suspects.
	Desirable	Has undertaken and successfully completed the Investigators Supervisors Development Programme.
Experience	Essential	Is able to develop positive relationships within and outside the organisation. Uses interpersonal skills effectively to manage people in delicate, frustrating or tense situations. Is able to speak clearly in a manner appropriate to the audience. Has the ability to vary leadership style to suit the situation and motivate staff accordingly.
	Desirable	
Skills/ Specialisms	Essential	Is able to see beyond the obvious and collate, analyse and evaluate information to reach well balanced conclusions
	Desirable	Is Evidence Officer (ERO) and Police Support Unit (PSU) trained.
Decision Making/ Problem Solving/ Planning	Essential	Able to identify problems and take remedial action. Displays the ability to be decisive and a willingness to assume full responsibility for decisions made. Demonstrates administrative/resource planning skills and is able to set objectives and prioritise own workloads and those of subordinate staff in response to operational needs. Adopts a systematic and objective approach to problem solving, considering all relevant factors.
	Desirable	
Practical Effectiveness	Essential	Displays justified confidence in own abilities. Able to deploy resources to maximum potential whilst considering the wider implications.
	Desirable	
Citizen Focus		A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other

NOT PROTECTIVELY MARKED

	people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.
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