



## PERSON SPECIFICATION



<b>Post Title:</b>	Detective Sergeant
<b>Organisation:</b>	Royal St Helena Police
<b>Responsible to:</b>	Detective Inspector
<b>Responsible for:</b>	Detective Constables and CID Office Manager
<b>Grade:</b>	

### 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 (RSHP) and develop the skills and abilities of our police officers and staff.

### Main Duties and Responsibilities

The Detective Sergeant provides daily supervision, specialist guidance and support to a team of investigators, working on volume and priority (PIP1) or serious and complex (PIP2) investigations, whilst also undertaking an investigative role utilising their specialist skills and technical knowledge.

In addition, due to the limited number of staff within RSHP, the Detective Sergeant will also be required to occasionally perform the role of Custody Officer and, where necessary, provide support to uniform operations during events, special occasions or due to operational demands.

The duties of the Detective Sergeant shall include, but not be limited to, the following:

- Provide specialist support to assist team members identify and plan relevant investigations, taking into account resources, priorities, and proportionality to achieve investigatory objectives.
- Inspire, coach, and lead a team of investigators so that they are motivated to perform at their best in the investigation of crime.
- Supervise a team, managing their wellbeing, welfare, development. Devising and implementing effective strategies to identify issues and improve team and/or individual performance to maintain professional standards and contribute to the achievement of unit/force objectives.
- Co-ordinate and control the investigative responses of their team, allocating resources and directing activities and appropriately managing risks and monitoring progress within ongoing investigations.
- Supervise, and where necessary, conduct, interviews with witnesses and suspects within relevant PIP standards and gather all required evidence and information within the criminal law and the legal framework to bring offenders to justice.
- Identify opportunities for and co-ordinate 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 the field of volume and priority (PIP1) or serious and complex (PIP2) investigations.



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- Provide appropriate supervision of the gathering of evidence, ensuring that processes are in place for the recording and retention of material from a range of sources (such as serious crime reports) in a format that is evidentially admissible to support the investigative process.
- Oversee and undertake the completion of risk assessments and provide appropriate support for their team in supporting victims during an investigation, such as through formulation of a victim strategy where required and working with the victim care unit, or providing appropriate referral to support agencies, to ensure the safety and wellbeing of the victim.
- Co-ordinate and work with other investigators and managers to establish and use appropriate methods for gathering material and to develop strong procedures relating to turning intelligence into evidence.
- Support and supervise the analysis and assessment of evidence, evaluating materials generated by the investigation of crimes to identify offenders.
- Ensure all material, including exhibits, are seized, examined and retained in accordance with legislation and policy, where necessary.
- Respond to safeguarding concerns and manage risk in cases, including but not limited to; child neglect, child abuse, and child sexual abuse, offences against vulnerable adults, domestic abuse and sexual offences to protect the most vulnerable people in society.
- Support the preparation of reports on the outcome of investigations and the management of case files within best practice procedures to ensure there is an accurate audit trail.
- Oversee the disclosure process ensuring it complies with best practice and audit requirements.
- Use specialist knowledge and skills within the investigation of volume and priority (PIP1) or serious and complex (PIP2) cases to support the investigative team to achieve a positive resolution to the investigation.
- Supervise and monitor the handling of information, intelligence and evidence and record keeping ensuring alignment with legislation, policies and guidance which enables effective law enforcement and the initiation of criminal justice proceedings.
- Identify opportunities for and co-ordinate 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 responsibility.
- Work in partnership with the Attorney Generals' Chambers to build successful prosecution cases.
- Support victims/survivors throughout the investigation and criminal justice process.
- In conjunction with the Detective Inspector, develop the investigative skills of uniformed officers, and to identify and mentor local officers for future progression for promotion or into the CID or other specialist roles.
- When performing the role of Custody Officer:
  - Manages the custody suite, including the care and welfare of detained persons and takes the decision to authorise or refuse the detention of any persons presented before them.
  - Ensures that while detainees are at the custody suite, police officers and police staff adhere to the Police and Criminal Evidence Ordinance 2003 Codes of Practice regarding the rights and treatment of persons arrested.



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The Detective Sergeant will primarily work from 08:00-16:00 on weekdays (Monday to Friday) but will be expected to respond flexibly to the demands of investigations.

### Special Conditions

The Detective Sergeant will be required to be 'on call' as part of the CID and Sergeants on call rota (there is no additional payment for this responsibility, but there is an entitlement to overtime/time off in lieu when called out).

The RSHP provides policing services on both St. Helena and Ascension Island and, while this role will be based on St. Helena, there may be opportunities to undertake short secondments to Ascension Island during the period of the contract.

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.

In line with the requirements of the Police Service Ordinance 1985, the post holder must be under the age of 60 on the date of appointment.

### Behaviours

All roles are expected to know, understand and act within the ethics and values of the Royal St Helena Police.

The Policing Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

This role should be operating or working towards the following levels of the CVF:

#### **Resolute, compassionate and committed**

We are emotionally aware:..... CVF Level 2

We take ownership: ..... CVF Level 2

#### **Inclusive, enabling and visionary leadership**

We are collaborative: ..... CVF Level 1

We deliver, support and inspire:..... CVF Level 2

#### **Intelligent, creative and informed policing**

We analyse critically:..... CVF Level 2

We are innovative and open-minded:..... CVF Level 2



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Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Successful completion of Professionalising Investigation Programme (PIP) level 1 and 2 Investigator accreditation.	E	✓	
Complete the PIP2 Investigative Supervisor/Manager learning programme.	E	✓	
Qualified to Sergeant	E	✓	
Experience in conducting serious and complex investigations.	E	✓	
Full driving licence	E	✓	
Level 4 Certificate in Police First Line Management.	D	✓	
<b>Knowledge &amp; Experience:</b>			
Operational experience at Detective Sergeant level;	E	✓	✓
Broad policing experience in a variety of operational environments including (but not exclusively):			
<ul style="list-style-type: none"> <li>• Criminal Investigations (Volume crime and/or specialist investigations);</li> <li>• Uniformed policing; 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 Custody Officer duties	D	✓	✓
Experience of delivering detective training or developing Detective Constables and other officers/staff	D	✓	✓
Leadership training experience	D	✓	✓
<b>Skills and Abilities:</b>			
Able to communicate logical arguments clearly, adapting language, form and message to meet the needs of different people/audiences.	E	✓	✓
Ability to empathise and support others and work with a range of stakeholders to understand their needs and concerns.	E	✓	✓
Able to identify cause and effect when problem solving and develop a course of action designed to target root causes and mitigate risks.	E	✓	✓
Able to develop and motivate a team and create strong engagement of individuals with their personal and team objectives and with Force values, behaviours and strategic priorities.	E	✓	✓
Able to plan ahead; to allocate work appropriately within the team and to identify and mitigate risks to delivery.	E	✓	✓
Able to write clear and concise reports or other documents.	E	✓	✓
Able to coach and mentor colleagues to enable appropriate career and professional development.	E	✓	✓
Able to build and maintain effective working relationships both internally and externally	E	✓	✓



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Able to identify, analyse, and manage risk to inform balanced, proportionate evidenced-based decisions	E	✓	✓
IT skills, incl. material preparation, word processing, spreadsheets, and databases	D	✓	
Ability to adapt to new situations and environments	D	✓	✓
<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

Every person working within the Royal St. Helena Police 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