



**St Helena
Government**

TERMS OF REFERENCE

Detective Sergeant

Date: 5th February 2025

1. Background

1.1 The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown), a Chief Minister an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, the administration of justice and finance.

1.2 The island's population is around 4,100 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (total establishment of 902 at August 2024), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.

1.3 The St Helena Government Strategy for St Helena captures the following National Goals:

Altogether Safer
Altogether Healthier
Altogether Better for Children and Young People
Altogether Greener
Altogether Wealthier
Effective Infrastructure
Effective, efficient and accountable Public Sector

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: <https://www.sainthelena.gov.sh/wp-content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf>

Our Vision:

St Helena – a great place to live, learn, work, visit and invest.

Our Mission:

Improve the lives of all within our community and help the island thrive.

Our Values:

FAIRNESS - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY - We communicate openly and we are honest, accountable and ethical.

TEAMWORK - We work together and we support each other.

1.4 Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena's economic prospects and have a

positive impact on the island community, bringing a period of accelerated social and economic change. Achievement of Government's Goals and Strategic Objectives will require sound management and transformation of the Public Service to make it a professional, modern, and flexible organisation able to initiate and respond to change.

1.5 There are five Portfolios, each led by a Portfolio Director, reporting to the Chief Secretary who is the Head of the Public Service. The Portfolios are: Economic Development; Education, Skills and Employment; Health and Social Care; Environment Natural Resources and Planning; and Safety, Security and Home Affairs. There is also a Central Support Service led by the Deputy Chief Secretary which provides support to all areas of the Public Service, as well as the Executive and Legislative Councils. The Treasury is led by the Deputy Financial Secretary.

1.6 The Safety, Security and Home Affairs Portfolio covers the prison, fire service, immigration, control room, sea rescue, emergency planning, maritime and port control functions. The Royal St Helena Police (which covers both St Helena and Ascension Island) sits separately to this Portfolio, however the Chief of Police is a member of the Portfolio Management Team although the Minister for Safety, Security and Home Affairs does not have oversight of the Police Service.

In accordance with Section 12(1)(d) of the St Helena Constitution Order 1988, the operational activities of the Royal St Helena Police are the special responsibility of the Governor and the Chief of Police is appointed by the Governor under Section 5 of the Police Service Ordinance. The Governor takes a close interest in policing matters on St Helena and Ascension Island and the Chief of Police reports directly to the Governor.

The organisational chart is shown at the end of this document.

1.7 The Island has entered an exciting phase in its development. To help us achieve the Ministerial Agenda the RSHP are seeking a Detective Sergeant to be part of the Criminal Investigation Department with primary responsibility for supervising a team conducting criminal investigations and supporting the development of investigative skills in the uniformed officers on St Helena and Ascension. Candidates should be current in the qualifications and experiences set out in the associated job profile.

1.8 This role is funded by UK Government as the skills required are not currently available on the Island. Officers employed through this 'Technical Co-operation (TC) Programme' are expected to share their knowledge and skills beyond the workplace to ensure their time on St Helena has the broadest benefit. It is important that you have the right values and attitude and that you are motivated by wanting to make a difference and contribute to our small island community. You will need to be adaptable, be sensitive to the local context and challenges, and have the ability to take joy from the simple things in life. This is an excellent opportunity to support, contribute and give back to the island whilst also enjoying the unique lifestyle opportunities the island can offer you.

2. Key Objectives

2.1 The overall objectives of the post during the contractual period are as follows:

- 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.
- 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.

2.2 A key objective for all the roles funded through the TC Programme is Capacity Development. Capacity Development is defined by the Public Service as:

- Developing specific job related technical skills and knowledge in an individual or across teams or groups.
- Enhancing knowledge, skills and abilities of individuals, teams and the Public Service as a whole.
- Supporting the improvement of overall Public Service performance.
- Enhancing knowledge, skills and abilities of individuals within the private sector and wider community.
- Supporting the development of the island (including voluntary work) which may be unrelated to your substantive role.

You may be directly involved in succession planning and if so you would be required to:

- Participate in the performance management process and identify solution for filling skill/capacity gaps.
- Facilitate continuing professional development for direct reports and the wider team as necessary.
- Develop succession plans, or contribute to succession planning for staff within the section.

You can contribute to the development of the workforce even if you don't have direct reports or a designate or successor for your role. You can also add value and support a range of projects through other activities including volunteering.

It is important that officers funded by the TC Programme collect and report on what they are doing to develop the workforce, in their section, in their Portfolio, across the Public Service and in some cases wider into the Private Sector. It is also important that the Public Service can report on the added value officers bring to the Island through supporting projects or volunteering.

Capturing the added value and capacity development that officers funded by the TC Programme undertake, as well as the collective impact these officers make to St Helena, is imperative as the Public Service relies on UK Government funding for these roles.

Throughout your employment you will be required to complete a Capacity Development Record to help the Public Service capture all of this information. Thinking about all you can do to support the development of people, services and St Helena should be an integral part of your time here.

3. Support to National Goals and Strategic Objectives

The post holder will indirectly support the achievement of all goals and objectives but will directly support the following:

NATIONAL GOAL	STRATEGIC OBJECTIVE	DEPARTMENTAL OBJECTIVE
Altogether Safer	4.1 Develop a safe environment. 4.2 Care for vulnerable and disadvantaged groups in society such as people with disabilities, children, elderly people and low income earners.	In order to make St Helena and Ascension Island safer, we will: <ul style="list-style-type: none"> • Prevent and tackle crime • Protect vulnerable people • Improve public confidence in policing • Improve our police service • Deliver justice for victims of crime Make our roads safer

4. Outputs, Timing and Reporting

The Detective Sergeant will report directly to the Detective Inspector – see Organisational Chart.

The Detective Sergeant shall provide to the Detective Inspector reports on progress; the outputs, and key performance indicators to be agreed with Detective Inspector not more than three months after arrival on Island;

1. A Capacity Development Record should be kept by the postholder for the duration of their contract. This will be reviewed as part of the six-month probation review, annually as part of the appraisal process and at the end of contract review.
2. The post will be for *two* years. Performance will be measured with respect to the Section and Portfolios overall performance in service delivery and increases in operational effectiveness and efficiency. The Capacity Development Record will be a key document for measuring performance. A probationary period of 6 months will apply.

5. Organisational Structure

