



**St Helena
Government**



TERMS OF REFERENCE

POLICE TUTOR CONSTABLE

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) 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, finance and shipping.
- 1.2 The island's population is around 4,000 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (approximately 920 staff), 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 10 Year Plan for St Helena captures the following National Goals:

Altogether Safer
Altogether Healthier
Altogether Better for Children and Young People
Altogether Greener
Altogether Wealthier

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/2012/08/10-Year-Plan-20-January-2017.pdf>

- 1.4 Through the 2018 Employee Opinion Survey, and then further work in 2019 through 'We are Listening', a series of workshops and focus groups, the Public Service developed its Vision, Mission and Values. The Prospectus for Change 2020-2023 was also developed and sets out St Helena Government's Goals and Strategies for making the Public Service a great place to work, while ensuring customers experience the best possible service.

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.

- 1.5 Commercial flights to St Helena commenced on 14 October 2017 and there is currently a single flight a week to the island from Johannesburg in South Africa. It is hoped that the tourism activity resulting from this will significantly enhance St Helena's economic prospects and have a dramatic impact on the island community, bringing a period of accelerated social and economic change. Achievement of the Goals and Strategic Objectives will require sound management and transformation of the public sector to make it a professional, modern, and flexible organisation able to initiate and respond to change.

1.6 The Public Service has implemented the Fit for the Future Programme. The Vision for the Programme is:

Good public services are vital for an inclusive economy, a fair society and for people to live fulfilling lives. We will create a Public Service on St Helena that is equipped to deal with present and future challenges, provides a solid foundation for a fair economy and society, and is able to make the most of potential opportunities.

Central to this programme is the re-structuring of functions and directorates to ensure the Public Service is able to meet current and future challenges whilst continuing to deliver quality services to the community. As part of this, the Public Service is seeking to ensure:

- There is not an over-reliance on the Public Service;
- That we improve the experience of our customers and employees;
- That we identify efficiencies and better ways of working; and
- That we are fit for the future and whatever that may bring.

There are five Portfolios, led by a Portfolio Director, reporting to the Chief Secretary who is the Head of the Public Service; Treasury and Sustainable Development, Education, Skills and Employment, Health and Social Care, Environment Natural Resources and Planning and Safety, Security and Home Affairs. The Central Support Service led by the Deputy Chief Secretary undertakes the full range of 'organisational administration, in support of the five Portfolios.

1.7 The Safety, Security and Home Affairs Portfolio covers the prison, policing, fire service, immigration, control room, sea rescue, emergency planning, maritime and port control functions. While the Police Service sits within this Portfolio, and the Chief of Police is a member of the Portfolio Management Team, the Minister for Safety, Security and Home Affairs does not have political oversight of the Police Service. In accordance with section 12(1)(d) of the St Helena Constitution Order 1988, the Royal St Helena Police Service is 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 retains a Constitutional reporting obligation to the Governor

1.8 The St. Helena Police Service are seeking a Tutor Constable to be part of the uniformed operations team with responsibility for developing the operational skills of local officers in support of the training programme, which is managed by the Inspector/Sergeant (Training & Development).

1.9 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 key duties and objectives of the post of Tutor Constable are:

- Support constables in consolidating and contextualizing training delivered on initial training courses by working alongside officers
- Identify individual learning and development needs
- Plan, prepare and deliver learning and development programs
- Plan, prepare and deliver specific learning and development opportunities;
- Engage and support constables in the learning and development process;
- Complete and maintain administrative records and procedures;
- To work in line with the Royal St Helena Police Code of Ethics
- Work as part of the core Response teams providing support to student officers.

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.	Keeping St Helena safe by reducing crime and working to better the lives of children, young people and those most vulnerable within our community.
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.	Improving community trust and confidence in the services provided by the Directorate.
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.	Working with the community, partners and stakeholders to help solve the issues most affecting our community

4. Outputs, Timing and Reporting

4.1 The Tutor Constable will report to the Response Team Sergeant.

4.2 The Tutor Constable will provide the Police Inspector/ Sergeant (Training & Development) with regular reports on progress against key performance indicators to be agreed in advance with them. These may include reports relating to:

- Student officers;
- Police Cadets;
- Individual development and action plans; and
- Relevant training/development activities.

4.3 A Capacity Development Record should be kept by the post holder 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.

4.4 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 – Royal St. Helena Police Service

