



**St Helena
Government**



TERMS OF REFERENCE POLICE SERGEANT

October 2024

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. While the Police Service works with 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 oversight of the Police Service.

In accordance with section 12(1)(d) of the St Helena Constitution Order 1988, the Royal St Helena Police (RSHP) 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.

The police service on St. Helena was formally founded in 1836, following control of the island transferring from the East India Company to the Crown. Throughout the 19th and early 20th centuries, the service developed, took on additional roles and responsibilities and the establishment varied to reflect specific demands. The first two police officers were posted to Ascension Island in 1929 and there have been regular transfers of staff between the two islands since that date. A rank structure similar to that in the United Kingdom is in place, the only exception being that the officer in charge of the service holds the rank of Director of Police, although they are more generally (and more accurately) referred to as the Chief of Police. In addition to policing services, the RSHP currently has responsibility for the Joint Emergency Services Control Room (which is based at Police Headquarters, and St. Helena's emergency planning function. On 18th May, 2022, Her Majesty The Queen approved the renaming of the police service as the Royal St. Helena Police.

1.7 In order to assist the police service in delivering the objectives of its Police & Crime Plan on St Helena and Ascension Island, RSHP are seeking a Sergeant to be part of the uniformed operations team with primary responsibility for supervising a team responding to incidents, conducting criminal investigations and managing other incidents, including community policing events. Candidates should be under 60 years of age and should be current in the qualifications and experiences set out in the associated job profile. The RSHP organisational chart is shown at the end of this document

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 Sergeants are the first level of line management in policing and as such carry an important role in ensuring effective daily supervision, guidance and support of officers and staff. They are responsible for enabling the development of competence within their team whilst ensuring that organisational standards are met and objectives achieved. This role will co-ordinate, monitor and respond where necessary, to front line policing activity to uphold the law, enable public safety and build public confidence in policing in line with legal frameworks and policy guidelines. The overall objectives of the post of the Police Sergeant are:-

- Supervise an operational team, managing their wellbeing and welfare, development and ensuring high levels of motivation to enable an effective front line policing service.
- Provide specialist advice and guidance to team members to ensure that responses are delivered within appropriate policies and legislation and achieve the best possible outcomes.
- Monitor and manage the performance of the team, devising and implementing effective strategies to identify issues and improve team/individual performance to ensure adherence to professional standards and contribute to the achievement of unit/Force objectives
- Support the assessment of individuals, assessing capabilities and development needs and devising appropriate development plans to enable high performance and potential progression.
- Co-ordinate and control appropriate front line responses and investigations, allocating resources, directing activities, managing risks and reviewing progress to deliver an effective response which supports law enforcement and enables public safety.

- 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.
- Contribute to the identification of appropriate internal and external local partners in line with the Force's planned approach, co-ordinating and monitoring the establishment of effective partnerships to enable progress against community policing objectives.
- Support the review and reporting on team expenditure to ensure the efficient use of available budgets and maximise value for money.
- 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.
- Support the implementation of problem solving and evidence based policing initiatives by championing and applying relevant methodologies and approaches to area of work.
- 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.
- 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 Chief 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.

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	RSHP OBJECTIVE
Altogether Safer	SO.15. Ensure that children, young people, and adults grow and thrive in a safe, secure and inclusive environment SO.16. Protect the wellbeing of all vulnerable members of society SO.17. Modernise emergency services and border security to meet the future needs of the community	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 Police Sergeant will report directly to the Inspector (Operations) – see Organisational Chart – and shall provide to the Inspector (Operations) reports on progress; the outputs, and key performance indicators to be agreed with Inspector (Operations) not more than three months after arrival on Island;

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.

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

