



## PERSON SPECIFICATION



|                         |                               |
|-------------------------|-------------------------------|
| <b>Post Title:</b>      | Police Sergeant               |
| <b>Organisation:</b>    | Royal St. Helena Police       |
| <b>Responsible to:</b>  | Inspector (Operations)        |
| <b>Responsible for:</b> | Operational Police Constables |
| <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

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

- Supervise a 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 RSHP 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.



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- 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 General's 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 or supervisory roles.

The Police Sergeant will work alongside one of the three operational uniform policing teams. This involves working for an average of 40 hours each week across a six week rotating shift pattern. rotating shift pattern: Two day shifts, Two late shifts and two rest days. There is an expectation of on call duties on late shifts.

This shift pattern is under constant review to ensure Operational effectiveness and consideration to provide 24/7 policing to the community of St Helena.

### Special Conditions

The Police Sergeant (Uniform Operations) will be required to be 'on call' as part of a 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:



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### 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

| Criteria                                                                                                                                                                                                                                                                                                                                                           | Essential / Desirable | Application Form | Selection Process |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|-------------------|
| <b>Qualifications:</b>                                                                                                                                                                                                                                                                                                                                             |                       |                  |                   |
| Qualified to Sergeant                                                                                                                                                                                                                                                                                                                                              | E                     | ✓                |                   |
| Accredited PIP1 trained or equivalent (or higher)                                                                                                                                                                                                                                                                                                                  | E                     | ✓                |                   |
| Full driving licence                                                                                                                                                                                                                                                                                                                                               | E                     | ✓                |                   |
| <b>Knowledge &amp; Experience:</b>                                                                                                                                                                                                                                                                                                                                 |                       |                  |                   |
| Operational experience at Sergeant level;                                                                                                                                                                                                                                                                                                                          | E                     | ✓                | ✓                 |
| Broad policing experience in a variety of operational environments including (but not exclusively): <ul style="list-style-type: none"> <li>• Experience of Neighbourhood (Community) Policing;</li> <li>• Response Policing;</li> <li>• Crime investigation experience; 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 officer training or developing inexperienced officers                                                                                                                                                                                                                                                                                     | D                     | ✓                | ✓                 |
| Leadership training experience                                                                                                                                                                                                                                                                                                                                     | D                     | ✓                | ✓                 |
| Control Room management and/or training experience                                                                                                                                                                                                                                                                                                                 | D                     | ✓                | ✓                 |
| Firearms and/or Taser training experience                                                                                                                                                                                                                                                                                                                          | D                     | ✓                | ✓                 |
| <b>Skills and Abilities:</b>                                                                                                                                                                                                                                                                                                                                       |                       |                  |                   |
| Strong communication skills with the ability to set out logical arguments clearly, adapting language, form and message to meet the needs of different people/audiences.                                                                                                                                                                                            | E                     | ✓                | ✓                 |



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| Criteria                                                                                                                                                                                         | Essential / Desirable | Application Form | Selection Process |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|-------------------|
| Able to develop and motivate a team and create strong engagement of individuals with their personal and team objectives and with RSHP values, behaviours and strategic priorities.               | E                     | ✓                | ✓                 |
| Able to review and assess own, individual and team performance against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary  | E                     | ✓                | ✓                 |
| Able to coach and mentor colleagues to enable appropriate career and professional development.                                                                                                   | E                     | ✓                | ✓                 |
| Able to plan ahead and allocate work appropriately within the team                                                                                                                               | E                     | ✓                | ✓                 |
| Able to identify key stakeholders and partners, understand potential roles and to take appropriate steps to understand their needs and concerns and develop excellent working relationships.     | E                     | ✓                | ✓                 |
| Problem solving skills with the ability to identify cause and effect and develop a course of action, drawing on evidence base, designed to target root causes, mitigate risks and manage impacts | E                     | ✓                | ✓                 |
| Able to problem solve, critically question and identify potential opportunities to enhance efficiency and/or effectiveness across own team.                                                      | E                     | ✓                | ✓                 |
| Able to identify, analyse, and manage risk to inform balanced, proportionate evidenced-based decisions                                                                                           | E                     | ✓                | ✓                 |
| Able to manage the introduction of new processes or ways of working at team level.                                                                                                               | E                     | ✓                | ✓                 |
| Able to develop and maintain professional resilience and wellbeing in oneself and others in dealing with complex and challenging situations.                                                     | E                     | ✓                | ✓                 |
| IT skills, incl. material preparation, word processing, spreadsheets, and databases                                                                                                              | E                     | ✓                | ✓                 |
| Able to adapt to new situations and environments                                                                                                                                                 | E                     | ✓                | ✓                 |
| <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.



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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