



Staffordshire Police - Role Profile

Special Constable

Grade/Rank:	Special Constable
Directorate:	Neighbourhood and Partnerships
Reports to:	Special Sergeant
Direct Reports:	N/A

Role Purpose

- Special Constables work on a voluntary basis at the front-line of policing and the criminal justice system. They work in partnership on a day-to-day basis with local communities, stakeholders and colleagues to promote law and order, reduce the fear of crime, provide reassurance and build confidence to improve the quality of life for all people.
- Working as part of a neighbourhood policing team, providing a presence that is accessible to, responsible for, and accountable to that community.
- Working collaboratively to address community issues, problem solving through integrated working.
- Special Constables are required to meet and maintain the highest professional standards required of their role, by conducting all actions in a legal, balanced, proportionate and justifiable manner to uphold the law and achieve the best outcomes in a wide range of situations/incidents.

Key Tasks and Responsibilities:

- Identify threat, harm and risk through developing an understanding of local issues in order to best protect the community.
- Engage with partners to support and safeguard vulnerable individuals and groups within the community, to prevent them becoming victims or repeat victims of crime or disorder.
- Assist police colleagues in establishing effective localised partnerships to problem solve, engage with, reassure and support organisations, groups and individuals across communities in line with the Force's planned approach.
- Use recognised problem solving techniques to develop targeted approaches to reduce the impact of crime and disorder on the community.
- Use policing powers to solve community problems in a just and fair way and explain their use to support the principles of procedural justice and build trust and confidence in policing.
- Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings.
- Conduct first line analysis of information, intelligence and evidence to determine significance, to generate lines of enquiry, inform decision making and support evidence based policing.



- Provide appropriate initial and ongoing frontline response to a wide range of incidents that may include complex and confrontational situations, assessing immediate risk, threat and harm to determine a proportionate response in line with the law, policy and guidance.
- Engage effectively with victims, witnesses, suspects and the vulnerable, in accordance with equality, diversity and human rights considerations, to provide initial support, direct towards relevant services, establish relationships and gather information that prevents and reduces crimes.
- Conduct effective and efficient priority and high-volume investigations as requested in line with standards of investigation to inform the development of high-quality case files and initiation of criminal justice proceedings.
- Support Force wide policing operations where required and be willing to be trained in other areas of policing.
- Maintain the core competencies gained over time with continuous working practises.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

- Reduction in repeat victims and callers.
- Reduction in crime within locality.
- Increase in community engagement and the problem solving of community issues.
- Support in actionable intelligence gathering including Organised Crime groups in the locality.

Behaviours

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

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	1b
	Managing Sensitivities/Political Savvy	1b
We take ownership	Customer Service	1b
	Maintaining Accuracy/Sustainable Working	1b

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	1b
	Managing Complexity	1b
We deliver, support and inspire	(self) Leadership	1b
	Supporting Colleagues/Coaching & Mentoring	1b

Intelligent, creative and informed policing



We analyse critically	Problem Solving	1b
	Situational Judgement	1b
We are innovative and open-minded	Continuous Improvement	1b
	Futurology	1b

Education, Qualifications and Experience	
Essential:	Desirable:

Technical/Operational Skills Matrix (See Skills Matrix)	
Essential:	Desirable
<ul style="list-style-type: none"> • Strong communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different people/ audiences. • Good team working skills demonstrating awareness of individual differences and providing support as required. • Able to identify the drivers of behaviour, acting with discretion and emotional intelligence to manage conflict and defuse difficult situations. • Able to interpret and apply guidance to a specific activity and have a basic understanding and use of IT systems. • Able to critically question and identify potential opportunities to enhance efficiency and/or effectiveness within own area of work. • Able to identify, analyse and manage risk to inform balanced, proportionate, evidence-based decisions. • Able to review and reflect on own performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role. • Good time management skills with the ability appropriately to prioritise 	<ul style="list-style-type: none"> • Able to develop a deep knowledge and understanding of a local community including society composition, the needs of the vulnerable and local safety issues. • Able to proactively support regular colleagues to develop effective working relationships with partners and other stakeholders, understanding their needs and concerns. • Problem solving skills with the ability to identify cause and effect and develop a course of action designed to target root causes as well as manage impacts. • Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements. • Skilled in applying personal safety tactics, including the use of equipment and restraints.



and plan own work.				
Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

CPD Requirements

- Maintain an up to date understanding of Police Regulations and College of Policing Guidance, best practice and any local policy applicable to the neighbourhood policing context.
- Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of neighbourhood policing.
- Maintain knowledge and understanding of new approaches identified by evidence based policing research to problem solving, test and synthesise these into working practice, championing innovation.
- Maintain a working knowledge and understanding of new and evolving crime threats and priorities, using current best practice to provide a pro-active and preventative approach to problems within the community
- Complete all annual and mandatory training.

Professional Registration/Licences

OPST
First aid

Special Conditions

Own car for business use	N
Higher level vetting required	N
Requirement to wear Uniform	Y
Requirement for post entry training	N
Fixed Hours	N
Weekend working expected	Y
Shift allowance	N
Fixed term or temporary role	N/A
Politically Restricted	N
On call/standby rota	N
Flexitime Role	N



Notice Period	1 week	28 Days	1 month	3 months	
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As part of the limited duties profiling, this role has been identified that the role holder must be able to fulfil the following core capabilities. To meet the Equality Act (2010) reasonable adjustments will be made wherever practicable.

Limited Duties			
Sit for reasonable periods(consider impact of driving) a1	Y	Evaluate information (d1)	Y
To write(a2)	Y	Record details (d2)	Y
Read(a3)	Y	Exercise reasonable physical force in restraint & retention in custody (e1)	Y
Use the telephone(a4)	Y	Understand information (f1)	Y
Use(or learn to use IT)(a5)	Y	Retain information(f2)	Y
Run reasonable distances (b1)	Y	Explain facts & procedures (f3)	Y
Walk reasonable distances (b2)	Y	Work the full range of shifts	Y as per shift pattern requirement
Stand for reasonable time (b3)	Y	Shift - Earlies (g1)	Y
Make decisions (c1)	Y	Shift - Lates (g2)	Y
Report situations to others (c2)	Y	Shift - Nights(g3)	N

Agile Profile (See Agile Matrix)						
Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
4	3	5	5	4	4	2