

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Police Community Support Officer Neighbourhood Policing
SCALE:	4/5 plus shift enhancements as appropriate
SUPERVISION AND CONTROL:	Neighbourhood Sergeant
PLACE OF WORK:	Area based
HOURS OF WORK:	37

PURPOSE OF THE ROLE:

To work within communities to provide an accessible and agile Neighbourhood Policing presence, undertaking highly visible uniformed patrols and engaging with and supporting local communities.

Using local knowledge and problem solving skills to work towards a reduction in crime and ASB in the community.

Supporting Neighbourhood Beat Managers and actively engaging with Cadets, Special Constables and volunteers to support organisation and operational requirements.

MAIN RESPONSIBILITIES:

1. To undertake uniformed patrols, exercising designated powers within legislation and in accordance with policy and procedures, taking into account human rights and diversity.
2. To undertake and organise Community Engagement events with the public and partner agencies (for example, schools and Community Safety Partnerships) demonstrating the principles of early intervention.
3. To build relationships with key stakeholders including educational establishments and hard to reach groups.
4. To use problem solving tools to work with local, national, statutory and volunteer partner agencies to provide a coordinated approach to community issues.
5. To respond to suitable incidents as the nearest and most appropriate resource in accordance with the Force Deployment Policy.
6. To act as a witness, and to submit witness statements as appropriate. To conduct minor crime enquiries in accordance with training and deployment policy.

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7. To attend crime scenes as requested and undertake role suitable duties, being mindful of the need to secure and preserve evidence and maintain appropriate records.
8. Undertake follow up visits to victims of crime and Anti-Social Behaviour, provide reassurance and take proactive steps to reduce the likelihood of repeat victimisation. To complete safeguarding and/or target hardening referrals where appropriate and utilise ASB legislation as well as signposting to support and partner services which may be of benefit.
9. Complete enquiries in relation to ASB incidents, have an understanding of ASB legislation, and support investigation by taking ASB statements where appropriate.
10. Gather information and intelligence in support of local or Force wide functions, utilising appropriate Force systems to record information and intelligence, update crimes and implement any safeguarding procedures where needed. This includes monitoring, reporting and addressing community tensions arising from local or national incidents and intelligence.
11. Participate in appropriate role related meetings (for example, parish or residents meetings).
12. To act as a professional witness, and to take and submit witness statements as appropriate.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working and major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the Conditions of Service of the National Committee for Support Staff.

The annual leave entitlement is 23 days with an additional 5 days after 5 years continuous service. Part time employee's annual leave entitlement is pro-rata to full time employees.

ESSENTIAL CRITERIA

All appointees must undertake and satisfactorily complete an initial full time training programme before they begin working on their policing area, and further ongoing training as required by the role.

1. A demonstrable commitment and understanding to serving the requirements of community policing, and to the role of Police Community Support Officer and belief in public service.
2. Demonstrate a confident communication style which can diffuse potentially challenging and confrontational situations, reflected in:
 - Proven experience of asserting authority in a balanced and appropriate manner
 - The ability to assess and interpret confusing situations
 - The ability to present and discuss information within Northamptonshire Police and with diverse community groups and leaders
 - High levels of emotional intelligence through excellent interpersonal skills
3. A willingness to be accessible and identifiable to the community through various types of communications, including usage of social media.
4. To have high levels of self-motivation and ability to work on your own initiative.
5. To effectively problem solve and identify issues that require intervention.
6. A willingness to champion ASB case management and Neighbourhood policing and to utilise legislative powers.
7. To be prepared to work shifts and weekends, and undertake duties out of doors in all seasons and weather conditions.
8. To be flexible in relation to organisational demand, utilising knowledge and skills to assist in other Neighbourhood areas when needed
9. A willingness to support Special Constables, Police officers and Police Cadets.
10. To have a good level of computer skills commensurate with the level of the role.
11. Required to provide a sample for inclusion on the DNA elimination database prior to commencing the role, and to be able to undertake and pass Biometric, substance and alcohol misuse testing.
12. To perform the role in accordance with the Code of Ethics, incorporating Force Values.
13. Ability to pass a Northamptonshire Police related fitness test and deemed medically capable of performing the role.

DESIRABLE CRITERIA

1. Experience of dealing with people in a public service environment
2. Some understanding of the law and criminal justice system
3. Some familiarity with police procedures
4. To hold or to be able to achieve a basic grade force driving authority.