

SPECIAL INSPECTOR

ROLE PROFILE

Location:	Sub-divisional HQ	Reports to:	Special Chief Inspector
<u>Main purpose of the role</u> <ul style="list-style-type: none"> ◆ To carry out this role you must be a competent Special Sergeant ◆ To assist in the operational effectiveness of BTP by overseeing the management, support and development of Special Constables and Special Sergeants within a sub-division ◆ A middle manager responsible for supervising the ranks of Special Constable and Special Sergeant with respect to their welfare, performance and development 			
<u>Main responsibilities</u> <ul style="list-style-type: none"> ◆ To manage team cohesion, morale and enthusiasm and drive specific initiatives towards local goals in accordance with the force strategy and Policing Plan ◆ To inspect and quality assure all aspects of service delivery through constant monitoring, taking whatever action is necessary to improve performance (particularly in relation to attendance and achievement of Independent Patrol Status) ◆ To implement plans which enable an efficient response to anticipated events and engage in forward planning as directed ◆ To ensure the strict observance of the disciplines and standards set out in the BTP Policing Plan and specified in the strategic policing requirement of the sub-division ◆ To manage the professional development of team members by arranging counselling, coaching and guiding to enhance competence and enable high quality performance and to ensure safe working practices of all team members ◆ To act as a point of liaison between Special Constables and Special Sergeants in a Sub-Division, the sub-divisional complementary policing lead regular Chief Inspector, and the Special Chief Inspector 			
A Special Inspector must be able to:			
Plan, organise and monitor the activities of volunteers			
Supervise the response to critical incidents			
Allocate and monitor progress and quality of work in your area of responsibility			
Provide leadership for your team and/or in your area of responsibility			
Manage your own resources and professional development			
Personal Qualities			
Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of		

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	decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Leading Change	Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.
Leading People	Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Acknowledges the achievements of individuals and teams by recognising and rewarding good work. Recognises when people are becoming demotivated and provides encouragement and support. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Coaches and guides team members, identifying and addressing areas for development.
Managing performance	Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines. Knows the strengths of team members, delegating appropriately and balancing workloads across the team. Monitors delivery to ensure tasks have been completed to the right standard, and tackles poor performance effectively.
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.
Public service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.
Working with others	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships and a good team spirit. Explains things well, ensuring instructions are understood and talks to people using language they understand. Listens carefully and asks questions to clarify understanding,

	expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.
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