



SPECIAL SUPERINTENDENT ROLE PROFILE

Location:	Force Headquarters <i>(but may work remotely from any location in Great Britain)</i>	Reports to:	Special Chief Officer
<u>Main purpose of the role</u>			
<ul style="list-style-type: none">◆ To carry out this role you must be a competent Special Chief Inspector or equivalent◆ To help ensure that the Special Constabulary supports the delivery of the BTP Policing Plan in order to meet corporate objectives and public and railway community expectations◆ To deputise for the Special Chief Officer and assist them setting strategy, standards and policy◆ To act as a representative of BTP's Special Constabulary both internally and externally, working closely in conjunction with the Special Chief Officer, Superintendent Territorial Policing Support and Citizens in Policing Manager to lead and develop the Special Constabulary across the force			
<u>Main responsibilities</u>			
<ul style="list-style-type: none">◆ To deputise for the Special Chief Officer as required across all aspects of their responsibilities◆ To provide leadership around professional and ethical standards within the Special Constabulary◆ To represent the Special Constabulary and ensure the highest levels of understanding and inclusion of Specials in force projects, whilst ensuring appropriate communication of project development to the Special Constabulary◆ To help and assist the work of Special Chief Inspectors and Special Inspectors to ensure the highest standards and levels of performance from the force's Special Constabulary, including ensuring the recognition of good work by the Special Constabulary◆ Monitor the performance of the Special Constabulary, the efficiency of operational delivery and retention of Special Officers by using key performance indicators◆ To ensure the BTP Special Constabulary is inclusive and diverse, in line with policing values◆ To represent the force at a range of meetings, award ceremonies, regional, national and College of Policing events and to present papers where appropriate◆ To maintain an awareness and level of professional knowledge of all matters concerning the Special Constabulary, both locally and nationally, including a sound knowledge of relevant legislation and developments in policing generally◆ To assist where appropriate in co-ordinating the Special Constabulary response to the policing of major events and incidents, when the resources required transcend divisional boundaries			

A Special Superintendent must be able to:
Plan, organise and monitor the activities of volunteers
Provide leadership for the organisation
Maintain personal security and safety and be alert to the security and safety of others
Improve organisational performance
Put the strategic business plan into action
Plan the workforce
Develop a customer focussed organisation in relation to providing a service as a reserve policing function for the rest of BTP and external stakeholders
Understand the role of the Special Constabulary in relation to wider force work to ensure safety, social inclusion and the prevention and reduction of crime and anti-social behaviour

Personal Qualities

Decision Making	Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.
Leading Change	Establishes a clear future picture and direction for the operational unit, focused on delivering the force vision and strategy. Identifies and implements change needed to meet force objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and force needs. Encourages creativity and innovation within the operating unit.
Leading People	Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.

<p>Managing performance</p>	<p>Creates a clear plan to deliver operational unit performance in line with force strategy and objectives. Agrees demanding but achievable objectives and priorities for the operational unit, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.</p>
<p>Professionalism</p>	<p>Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within the operational unit. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions. Demonstrates courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure.</p>
<p>Public service</p>	<p>Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing partnerships and ensuring people can engage with the police at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.</p>
<p>Working with others</p>	<p>Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.</p>