

Job Description

A Post Details	
Job Title: Prevent Officer	Grade: Only state the grade if this an existing role otherwise leave blank
Department: PSD	Division: <input style="width: 100%;" type="text"/>
Reports to: Prevention and Intervention Manager	Contract Type: <input style="width: 100%;" type="text"/>
Level of Vetting: <input style="width: 100%;" type="text"/>	Numbers in Post: Enter numbers as per submission or org chart
Welsh language required <input style="width: 50px;" type="text"/>	
B Purpose of the Post	
<p>Using accepted theory and research and the latest data driven technology, develop an understanding of key cultural and conduct issues prevalent in BTP and design, develop and deliver solutions through one to one and group interventions.</p> <p>To work with key BTP stakeholders to:</p> <ul style="list-style-type: none"> Reduce misconduct Improve standards of behaviour Eliminate unacceptable behaviours/attitudes. Eradicate toxic sub-cultures. Challenge/change cultural “norms”. Support and improve supervision through the promotion of reflective practice as a development tool and other timely interventions. 	
C Dimensions of the Post	
<p>Financial - Direct or Non-Direct None</p> <p>Staff responsibilities - Direct or Non-Direct None</p> <p>Any other statistical data Responsible for the collation and analysis of pertinent data sets to drive change.</p>	

D Principal Accountabilities

- To identify areas where misconduct is prevalent, and recognise patterns and trends
- Use a coaching approach to persuade and influence key stakeholders and work with teams and individuals
- To actively seek to reduce repeat conduct and design, develop and deliver out repeated conduct where prevalent.
- To curtail opportunities for individuals to commit misconduct through quality, timely and effective interventions
- Promote the work of PSD and Speak Up
- Seek out innovative and creative approaches to own area of work from both within and outside of policing
- Use existing research to underpin new ways of working
- Drive reflective practice as a recognised tool for addressing low level performance and behavioral issues
- Adopt reflective practice principles and an ethos of continuous improvement in own work
- Identify risks or issues and make appropriate interventions
- Support line managers in the provision of timely interventions
- Use a trauma informed approach when dealing with internal victims/reviewing processes in line with the PSD Pledge to ensure victims and witnesses feel listened to and are treated with dignity and respect
- Be proactive in the provision of support, advice and guidance to divisions to drive and deliver tangible change
- Respond in a timely way to emerging requirements
- Create products to support behavioural and cultural change which are evidence based
- Role model professional standards
- Through the use of data analysis understand areas where there is disproportionality and explain or reform
- Review working practices/process through an I&D lens to ensure marginalized groups are not disproportionately disadvantaged

E Decision Making

Post holder is responsible for making decisions in respect of:

- Identifying and mitigating risk and putting comprehensive plans in place to minimize
- Implementing and evaluating interventions
- Direct line managers in the management of performance and behaviours which do not meet the standards expected

F Contact with Others

Post holder will have contact with:

- All internal members of staff at all levels of seniority
- External stakeholders and official policing bodies e.g. College of Policing, IOPC, NPCC

G Essential Criteria

Qualifications and Training:

- Level 3 Award in Education and Training or equivalent
- Level 5 Coaching qualification

Where these are not held, be willing to work towards within 2 years of being appointed.

Experience:

Excellent interpersonal and communication skills in Welsh

Proven track record of:

- Driving through change and delivering results that have longevity.
- An ability to recognise issues and respond accordingly, taking accountability and ownership to deliver effective solutions.
- Strong problem solving, negotiating, influencing and interpersonal skills.
- An excellent communicator with the ability to persuade and influence decision makers / senior stakeholders in a partnership approach
- Being a pro-active self-starter with the ability to work well under pressure with minimal supervision
- Designing and delivering engaging presentations
- Delivering high quality work on time and within budget
- Experienced in utilizing Office 365

Skills:

Excellent interpersonal and communication skills in Welsh

- Ability to design and implement cost effective and timely interventions in line with the Prevent Strategy
- Coaching skills
- Excellent written and verbal communication skills, with the ability to articulate messages to a variety of audiences.
- Skilled in seeking out and examining a range of information to identify patterns, trends and options to solve multi-faceted problems
- Ability to influence, persuade and negotiate, demonstrating gravitas and establishing credibility when giving advice and guidance at all levels of the organisation
- Effective use of analytical tools and ability to interpret and use data to improve performance
- Effective time management and planning
- Product design and delivery with the ability to find innovative and creative approaches to bring alive the BTP aspirations in line with its strategic objectives

- Sound judgement and decision making

Knowledge:

- Good knowledge of the conduct regime including up to date knowledge of relevant legislation, best practice principles, codes of practice and regulatory framework
- Good knowledge of BTP's I&D strategy and a working knowledge of the Equalities Act 2010
- Knowledge of the Police Race Action Plan
- Good knowledge of Learning & Development strategies and interventions, in particular reflective practice
- General policing knowledge
- Coaching and mentoring knowledge, along with practical experience

Desirable criteria:

- Level 3 Award in Education and Training or equivalent
- Level 5 Coaching qualification

H Additional Information

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date:

Please submit with supporting documentation (organisational charts, job descriptions) via the [Hub](#)

You will be advised of a panel date following receipt of the submission