

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Head of Professionalism	Current Grade:	Detective Superintendent
Department:	Professionalism	Area:	FHQ
Reports To:	Deputy Chief Constable	No of Posts:	1
Level of vetting:	MV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To lead the Professionalism function at force level: driving the development of an internal culture that delivers the highest standards of honesty and integrity; leading the investigation and resolution of complaints and allegations of misconduct; ensuring that lessons learned are identified and used to make improvements; and communicating with all stakeholders to develop and maintain a high level of confidence and trust in the integrity of the force.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Professionalism Budget Holder

Staff Responsibilities – Direct or Non-Direct

Direct -

DCI Proactive DCI

Reactive Business

Manager

Non-direct –

Responsibility for Professionalism structure of 36 individuals (inc. direct reports)

Any Other Statistical Data

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Provide visible leadership to the force on standards of professional behaviour, taking appropriate action to hold others to account throughout the force and at all levels.
- Lead, motivate and engage Professional Standards staff, protecting and promoting workforce wellbeing, to enable a high performing team.
- Build and maintain strong working relationships with key external and internal stakeholders, including BTPA, IOPC, the senior leadership team, Legal Services, People and Culture and other senior police managers to provide advice and guidance on Professional Standards matters and to identify opportunities to improve standards of behaviour and manage force risk
- Build strong links with Learning and Development and other relevant departments to ensure that lessons learned, trend analysis and recommendations from internal and external reports lead to swift and effective service improvements
- Manage and report on the performance of the Professional Standards function, setting performance objectives, holding staff accountable for delivering these and taking appropriate corrective action where necessary to ensure the delivery of functional objectives.
- Manage the budget and resources for the department and act as appropriate authority, making decisions in accordance with regulation and legislation to deliver operations that are cost effective and are in line with strategic objectives.
- Develop and communicate Force Professional Standards strategy and associated policies that are aligned with the force's strategic aims and priorities and with the Code of Ethics to ensure Force-wide awareness of Professional Standards policy.
- Provide project management oversight to structural or other change within the Department. Challenge the status quo and lead the development, implementation and continuous improvement of Professional Standards operating procedures; to ensure that these deliver appropriate outcomes and are consistent with College of Policing Authorised Professional Practice.
- Participate in strategic change management and development of the force contributing in the overall direction of the organisation.
- Identifying and assigning senior investigating officers, acting as statutory supervisor for serious cases of complaint or misconduct, both within the Force and on behalf of other Forces, including investigating complaints made against said Forces on behalf of the IOPC.
- Develop the Professional Standards function capability and capacity to ensure delivery of agreed functional priorities.
- Represent the force to the media and the wider public, to provide information about Professional Standards investigations and initiatives, and promote confidence and trust in the force's integrity.
- Collaborate with other forces and national bodies, identifying opportunities and contributing to the development of innovation in Professional Standards activities, to improve the effectiveness of evidence-based practices and to foster collaboration to improve the legitimacy, integrity and accountability of policing
- Lead as Gold / Silver commander where appropriate and required

E. DECISION MAKING:

Make decisions

Significant say in decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

External

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- Accredited and experienced in managing investigations to Professional Investigation Programme (PIP) level 4.

Experience:

- Proven track record in leading, managing and developing a diverse team.
- Experienced in making complex decisions and holding accountability for decisions and actions.
- Experienced in operational planning, including experience in leading multiple projects or programmes.

Skills:

- Able to use a range of communication and influencing techniques and methods to successfully negotiate, collaborate and/or effect change.
- Skilled in engaging a diverse range of stakeholders and enabling effective collaboration which draws upon a diverse range of skill sets.
- Able to operate with political savviness, able to understand how to most effectively challenge the status quo.
- Able to lead, develop and motivate a diverse team; creating strong engagement with the function's performance objectives and with Force values and behaviours.
- Able to hold themselves, individuals and the wider team to account for performance and behaviours.
- Able to plan to medium and long-term cycles, to coordinate a complex range of activities, to identify the financial, people and materials resourcing requirements, to identify and act on dependencies with other parts of the Force and to identify and mitigate known risks to delivery.
- Skilled in setting function, team and individual objectives, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved.
- Able to make operational and business decisions, applying appropriate frameworks, models and risk management processes and anticipating the implications of decisions.
- Able to allocate resources appropriately across the function and utilise commercial acumen to make risk-based decisions that deliver effective outcomes within the available budget.
- Able to apply or devise specialised concepts and methods of analysis (or commission them from others), to clarify and/or solve complex problems.
- Able to identify relevant potential opportunities/threats and assess the impact of events and trends to inform internal planning.
- Skilled in coaching and mentoring to enable appropriate career and professional development.
- Able to create strategic organisational change that reshapes the function, to deliver appropriate responses to emerging trends and issues.

Knowledge:

- Thorough understanding of College of Policing Professional Standards guidance.

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By: DCC Adrian Hanstock

Date: 30/10/18

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: