



ROLE PROFILE

Role Title:	PSD Prevention Officer
Department/Unit:	Professional Standards (PSD)
Rank/Grade:	(B) SC6 (C) SC6 (H) A4 (non-supervisory)
Reporting to:	Anti-Corruption Unit Detective Sergeant
Main purpose of the role:	To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies. To support Professional Standards Department by delivering a corruption prevention strategy across the Strategic Alliance, which will focus on priority corruption threats and behaviour identified by the National Anti-Corruption Threat Assessment. Support PSD in educating the forces around Regulations for Conduct and Complaints. This will be broadly achieved through education, delivering presentations and communicating key messages using a wide range of media methods available across the three forces.

Key Responsibilities	
<ul style="list-style-type: none"> Facilitate engagement with departments across the Strategic Alliance to help formulate and deliver Corruption Prevention plans, bespoke to departments taking account of the roles and nature of work. Work with Corruption Prevention Officer to assist in building relationships with partner agencies developing a network to educate them on police corruption via presentations and messaging. Coordinate PSD Champions and other supporting resources' selection, training and productivity across BCH. Raise awareness of factors which increase individual's vulnerability to corruption, including personal circumstance or role within the organisation by delivering training and presentations and producing briefings to staff at all levels across the Strategic Alliance. Carrying out debriefing of teams where wrongdoing has gone unreported for some time to establish barriers to reporting, to capture learning and continuous improvement opportunities. Work with corporate communication departments across the strategic alliance to ensure that lessons learnt are disseminated effectively and improve the awareness of PSD process using innovative technology to deliver key messages. Develop and maintain knowledge of Regulations impacting on Complaints and Conduct procedures. Understand PSD Procedures for managing complaints and conduct working with relevant PSD departments to develop and deliver presentations around conduct and complaints. Increase liaison with HR around Police Staff Disciplinary Procedures. Support conduct team in investigations where briefing of wider teams required to educate, reassure and identify potential witnesses. OPCC Engagement and awareness raising to ensure they are fully sighted on Control Strategy priorities and to assist with accessing and engaging harder to reach communities. 	

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None



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Entry Requirements

- Experience of delivering presentations/briefings to all executive and management levels within an organisation.
- Experience of producing high standard written and verbal communication.
- Confident in public speaking and delivering presentations.
- Ability to operate as an equal with business managers/stakeholders as part of a team.
- Proficiency in using Microsoft Office applications.
- Ability to develop a good operational understanding of police operations, Professional Standards and the Code of Ethics/Standards of Professional Behaviour.
- Ability to develop operational knowledge of police intelligence systems.
- Ability to prepare and deliver presentations with minimal supervision taking responsibility for managing training commitments and time effectively to meet deadlines.

Any other General Requirements/Scope

- The post-holder will be required to travel across Bedfordshire, Cambridgeshire and Hertfordshire, so access to a private vehicle would be advantageous.
- The post holder will be expected to work from different locations as required across the Strategic Alliance and on occasions across the UK.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to occasionally work additional hours.
- Vetting is required, as advised by the Vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Personal Qualities(Behavioural Competencies)

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.



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We are collaborative
I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.
We deliver, support and inspire
I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.
We analyse critically
I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.
We are innovative and open-minded
I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.