



## ROLE PROFILE

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|----------------------------------|--|
| <b>Role Title:</b>               | <b>Children &amp; Young People (CYP) Team PCSO</b>   |
| <b>Rank/Grade:</b>               | <b>A3 (non-supervisory)</b>  |
| <b>Job Family:</b>               | <b>Operational</b>   |
| <b>Reporting to:</b>             | <b>Children and Young People Team - Sergeant</b>   |
| <b>Main purpose of the role:</b> | This role is required to form part of a larger team that will specifically address Youth Justice and Early Intervention within schools, education establishments and it will also be supporting Partnership working with Hertfordshire County Council Children's Services. |

| <b>Key Responsibilities</b>   |  |
|---|--|
| <ul style="list-style-type: none"> <li>To be a lead in Youth Community Resolutions in deliverance of restorative justice disposals, and represent the force as specialists in Youth Restorative Justice Practitioners within education establishments.</li> <li>To be a Constabulary representative in attendance at multi-agency meetings with families as part of the Early Intervention process in line with force priorities, providing a police contribution. Taking responsibility for all Constabulary actions agreed to assist families providing feedback to relevant police officers for further action and to inform local policing priorities.</li> <li>Provide appropriate support to schools as part of the Early Intervention process reassuring the community.</li> <li>Assist PCs in delivering appropriate restorative justice interventions for children and young people (harmers/offenders). E.g. attending specific workshop / project based interventions and supervising reparative activity.</li> <li>Assisting PCs to deliver appropriate restorative justice interventions for aggrieved / victims. E.g. carrying out managed face to face meetings / restorative case conferences.</li> <li>Support other interventions as identified and agreed through partnership working in line with force priorities.</li> <li>Complete updates on corporate systems, associated paperwork and office duties as part of the Early Help Model (EHM)</li> <li>Carry out needs assessments with families as part of the Early Help Model (EHM) in line with the force priorities</li> <li>Assist with and identify those in need of early intervention via out of court disposals process ensuring that appropriate referral and intervention is offered to reduce risk of future offending.</li> <li>Use skills to engage with the young people and secure compliance with the intervention required, ensuring young people who are at risk of breach re-engage appropriately, seeking to reduce risks of breach and resentencing.</li> </ul> |  |

| <b>Financial e.g. Limits/Mandates</b>                  | <b>Non-Financial e.g. Staff Responsibility</b>         |
|--|--|
| <ul style="list-style-type: none"> <li>None</li> </ul> | <ul style="list-style-type: none"> <li>None</li> </ul> |

|                                 |                 |
|---------------------------------|-----------------|
| <b>Agile Working</b>            | To be confirmed |
| <b>Psychological Assessment</b> |                 |
| <b>Return on Investment</b>     |                 |
| <b>Limited Duties</b>           |                 |

| <b>Entry Requirements</b>   |
|---|
| <ul style="list-style-type: none"> <li>Advantageous to have experience of working with children and young people both in one to one situations and in groups.</li> <li>Advantageous to have experience of working in partnership across several organisations.</li> <li>Advantageous to have knowledge of Data Protection, Freedom of Information and s115 Crime &amp; Disorder Act legislation in relation to information sharing.</li> <li>Ability to present to small groups of people; adults and children &amp; young people.</li> <li>Good report writing skills.</li> <li>Ability to use computer systems and databases e.g. Microsoft Office/ Outlook/ Internet.</li> </ul> |



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### Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence as they will need to travel to different locations across Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder will be required to work shifts, working a pattern between 08:00 and 20:00.
- 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 is 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.



## ROLE PROFILE

### 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.

#### 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.