



## ROLE PROFILE

<b>Role Title:</b>	<b>Locate Team Manager</b>
<b>Department/Unit:</b>	<b>Safeguarding</b>
<b>Rank/Grade:</b>	<b>A5</b>
<b>Reporting to:</b>	<b>Safeguarding – Vulnerable Children Detective Chief Inspector</b>
<b>Main purpose of the role:</b>	To manage the Missing Persons Team in order to support operational managers in conducting and completing prompt and effective missing persons' enquiries. Liaise with the Missing Persons Unit and external partners to implement strategy that is effective in reducing the number of repeat missing episodes, whilst maintaining an ethical and motivated team. To attend Regional and National meetings representing Herts and the Eastern Region. To contribute to achieving the vision, purpose and values of Hertfordshire Constabulary.

### Key Responsibilities

- Act as the second level of supervision in Missing Persons Investigations by:-
  - Supervising the effective implementation of operations and investigation strategies to achieve objectives.
  - Supervising specialised work assignments and ensuring organisational standards are upheld.
  - Ensuring continued professional development of the team with the aim of delivering best practice and organisational objectives.
- To monitor and manage safeguarding strategies for persons reported missing 3 times in 90 days (for children / young people and adults). To work with internal and external partners to reduce repeat missing episodes and safeguard the individuals.
- Manage the performance of the team and individuals to ensure that organisational objectives are achieved through appropriate organisational policy & procedures.
- To ensure COMPACT – Missing Person reports are recorded correctly and ethically spreading best practice as required. Making use of the NDMM ensuring reviews of level of risk are appropriate to individual cases and ensure proportionate and timely safeguarding around vulnerable people.
- Supervise the Locate teams use of police systems including COMPACT, PNC, CIS, CYCOMMS WebSTORM and Intelligence systems etc. Quality assurance of those systems and processes. Justify expenditure in relation to media, telephone and financial enquires.
- To attend Regional and National meetings representing Herts and the Eastern Region.
- To have a sound working knowledge of the Missing persons unit and CYP and assist with the operational delivery of strategic aims, where appropriate. Including but not limited to the operational delivery of Hertfordshire's equivalent to the Herbert Protocol.

<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>Line management responsibility for staff and/or officers</li> </ul>

<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	Not applicable

### Entry Requirements

#### Essential

- Over three years' experience of working in an investigative capacity dealing with serious and complex cases.
- Demonstrate capability and credibility in the management of proactive and reactive wanted /missing person investigations.
- PIP Level 2 Qualified and maintain this qualification.
- Experience of managing staff in Criminal Justice arena.
- Conversant with COMPACT /CIS/PMS/WEBSTROM/SOCWEB and the ability to use word and construct reports.



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- Knowledge of appropriate procedures and regulations regarding the searching of properties.
- To have the ability to research and interrogate force information and intelligence systems.
- Be fully conversant and able to apply all relevant protocols, legislation, codes of practice, standards, procedures and guidelines.
- Excellent time management and organisational skills including the ability to meet deadlines.
- Ability to maintain confidentiality at all times.
- Strong team player with excellent communication and interpersonal skills.
- Ability to use initiative and judgement in dealing with colleagues and partner agencies.
- Vetting level of MV.
- Full driving licence.

### Desirable

To have knowledge of the following:

- Domestic abuse protocols, HBV and Hate Crime
- MAPPA & MARAC, Protocol and procedures
- Housing Law
- CYP, CSF policy and procedures
- The Hertfordshire equivalent of the Herbert Protocol.
- SEARCH Panel

### Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Hertfordshire for meetings/training events. The post holder will be required to work from different locations across Hertfordshire.
- The post holder will need to possess a full driving licence and have access to a vehicle or be able to arrange own transport
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to 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 a 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 consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.



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### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

### We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.