



Creating a safer
Cambridgeshire



ROLE PROFILE

ROLE PROFILE: Bedfordshire, Cambridgeshire and Hertfordshire

Role Title:	Constable Armed Policing Unit
Rank/Grade:	Constable
Reporting to:	Sergeant, Armed Policing Unit
Main purpose of the role:	Supporting Bedfordshire Police, Cambridgeshire Constabulary and Hertfordshire Constabulary in achieving their objectives by providing an armed response to firearms incidents and armed protection as determined by operational commanders.

Role Specification: What the role holder needs to do to achieve the role purpose:

Key Responsibilities		Time -%
Community Safety	<p>Manage and maintain road safety Contribute to maintaining safe road use by identifying and addressing poor road user behaviour in accordance with legislation and policy. Respond appropriately to road hazards.</p> <p>Drive police vehicles safely Drive a police vehicle safely with consideration for others in accordance with Force policy and in line with the system of car control.</p> <p>Conduct patrol Conduct patrol responding to calls and requests for assistance, countering criminal activity and public disorder and minimising risks to public safety.</p> <p>Prepare for, monitor and maintain, the patrol service Supervise patrol officers, ensuring that they are equipped and provide an effective patrol service to the whole community</p>	
Custody and Prosecution	<p>Present evidence in court and at other hearings Attend court and give evidence in accordance with legislation.</p> <p>Prepare and present case files Identify and present case materials, working with the CPS or other relevant agencies/organisation to progress the case.</p> <p>Conduct custody reception procedures (arresting officer) Attend the custody suite, as the arresting officer with the person detained under escort. Whilst ensuring the security and welfare of the person detained, comply with the custody reception procedures required by law, current codes of practice and policy.</p>	



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Interview victims and witnesses in accordance with the law and with reference to the Victims Charter and the 'Practical Guide to Investigative Interviewing.'



BEDFORDSHIRE POLICE
fighting crime, protecting the public



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HERTFORDSHIRE
CONSTABULARY

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<p>Personal Responsibility</p>	<p>Interview suspects Interview suspects in accordance with the legislation and the 'Practical Guide to investigative interviewing'.</p> <p>Conduct initial investigation Conduct the initial investigation and scene preservation in accordance with the relevant investigation policies and legal requirements, demonstrating support for victims and witnesses and recognising any possible impact on the community.</p> <p>Work as part of a team Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and Force objectives.</p> <p>Participate in the APU On-call rota Make themselves available to cover on-call when required – paid at local rates.</p> <p>Provide an effective response recognising the needs of all communities Build and maintain community relations by providing a service that is responsive to the needs of all communities and by ensuring that those affected by crime receive a fair and anti-discriminatory service.</p> <p>Promote equality, diversity and Human Rights in working practices Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.</p> <p>Make best use of technology Make best use of technology in support of your role, ensuring correct operation and compliance with Force and legal requirements.</p> <p>Maintain standards of professional practice Ensure your behaviour complies with Force values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.</p> <p>Comply with Health and Safety legislation Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.</p> <p>Complete administration procedures</p>	
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Police Operations	<p>Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.</p> <p>Provide an initial response to incidents Respond promptly and take control of the incident by correctly identifying the nature of incident and take appropriate action to ensure that it is dealt with and recorded correctly.</p> <p>Participate in operations Participate in police and agency-led operations, working within appropriate authority limits and carrying out tasks necessary for the successful implementation of the operation whilst managing risks to the operation and acting in accordance with legislation and procedure.</p> <p>Conduct security patrols Conduct security patrols in accordance with operational orders.</p> <p>Prepare for, and participate in, planned policing operations Participate in police and agency-led operations, working within appropriate authority limits and carrying out tasks necessary for the successful implementation of the operation whilst managing risks to the operation and acting in accordance with legislation and procedure. This activity links to PIP level 1.</p>	
<p>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review.</p>		

Scope	
<p><u>Section</u></p> <p><u>Location</u></p> <p><u>Hours</u></p> <p><u>Security</u></p> <p><u>Tenure</u></p>	<p>Armed Policing Unit</p> <p>Bedfordshire, Cambridgeshire and Hertfordshire officers will be based at; Luton Airport / Hinchbrook / Welwyn Garden City respectively or any future location in which the APU may be based. Although officers should be prepared to cover across the Tri-force Alliance.</p> <p>Designated Shift System and as directed in accordance with Police Regulations</p> <p>Management Vetting</p> <p>Close protection officers - Management vetting with Security Clearance</p> <p>Tactical Advisors – Management vetting with Security Clearance</p> <p>Minimum 4 years</p>



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The Numerical Measures in the Role (if applicable)

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
Budget: N/A	Staffing Responsibility: N/A

Competencies (Technical)

The experience, knowledge, skills and qualifications needed by the role holder to achieve the role responsibilities.

Entry Level - Role related experience, knowledge, skills, qualifications at selection

Qualifications

Authorised Firearms Officer course
Police Advanced Driver course

Basic

Confirmed in the rank of Constable

Advanced

Undertake and successfully complete regular firearms training to comply with national standards and guidance from ACPO recommendations i.e. National Police Firearms Training Curriculum (NPFTC) and associated guidance.

Undertake specialist skills training as required by the Chief Officer
Successfully complete the Competency and Development Process.

All officers are required to maintain their safety skills (i.e. Friction Lock Baton, CS Incapacitant, Quick Cuffs and Unarmed Defence Tactics) and be available for operational duties. The only exception to this is where an officer is on restricted duties.

NB this role profile format has been developed to aid the recruitment process to Bedfordshire, Cambridgeshire and Hertfordshire posts within a joint collaborative unit. Following completion of the selection process, the successful candidate will receive the full role profile for the post from their employing Force.



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Behavioural Competencies

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.



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