ROLE PROFILE

Role Title:	Crime Prevention Officer
Rank/Grade:	A3 (non supervisory)
Job Family:	Business Support
Reporting to:	Line Manager
Main purpose of the role:	Provide advice and expertise to the public and police in crime prevention techniques and community safety matters. Support and give problem solving advice to the LPC on identified crime trends and anti-social behaviour and to provide support and training to those staff who undertake to deliver basic crime prevention advice to the public as part of their role. To contribute to achieving the Force vision, purpose and values.

Key Responsibilities

- Help to setup projects aimed at reducing crime / catching offenders whilst utilising data from Hotspot Analysis or problem profiles to suggest long-term solutions and advising on the best crime prevention solutions.
- Work with external agencies to assist with multi-agency problem solving (e.g. schools).
- Support work around licensing and ASB to reduce incidents associated with both.
- Assist in the training of staff (Police Officers and Police Staff) in basic crime reduction as appropriate
- Carry out home crime surveys for repeat/vulnerable victims.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

Entry Requirements

- Accurate keyboard skills.
- Excellent numeracy and research techniques.
- Ability to input to and interrogate computer databases.
- Ability to operate in customer facing role.
- Good communication skills.
- Knowledge of crime prevention methods.

Any other General Requirements/Scope

- The post holder will need a full UK driving licence with the ability to travel. If using own vehicle then business insurance will need to be arranged by the individual.
- The post holder will be required to work in different locations across the County for site visits.
- The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management & the post holder.
- Vetting 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)

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.