



Role Title:	Special Inspector
Reporting to:	Special Chief Inspector - CSP
Main purpose of the role:	To be accountable as part of the Special Constable management team for the achievement of effective policing in collaboration with regular police officers within a CSP, including planning targets and owning operations. To have a complete overview of the constabulary's needs this officer is a point of contact for other CSPs, regular officers and units based under other commands. Building and maintaining confidence & reassurance by working collaboratively whilst supporting the delivery of the Force vision, purpose and values.

Key Responsibilities
<ul style="list-style-type: none"> ● Acts as the middle manager responsible for supervising the ranks of special constable and special sergeants by; <ul style="list-style-type: none"> ○ planning, monitoring, organising and authorising the work of special constable personnel ○ ensure and maintain all training and development requirements are upheld for all special constable personnel ○ supervising operational tasking assignments and ensuring organisational standards are upheld ● Actively working in partnership with local CSP officers and where appropriate lead and manage identified areas of deliver that ensure local profiles are maintained. ● Conduct tasking appropriate to the duties being performed. ● Ensure special constabulary personnel perform all duties correctly, taking charge where appropriate providing accurate advice and appropriate support for such staff and ensuring the correct management procedures are followed. ● Proactively lead, monitor the effectiveness and quality of service being provided and take appropriate action where necessary. ● Manage complaints against special constabulary personnel with sensitivity and in accordance with legislation and Force policy.

Role Requirements
<ul style="list-style-type: none"> ● Individual must demonstrate competence in substantive rank. ● Workplace assessment against agreed standards ● Leading by example the understanding of the Policing Strategy and Force vision, purpose and values. ● Current training requirements complete (i.e. NCALT mandatory / PPE as a minimum) ● Leading by example continual development around the Special Constabularies core values <ul style="list-style-type: none"> ○ Needed ○ Valued



HERTFORDSHIRE

CONSTABULARY

- Rewarded
- Developed

Any other General Requirements/Scope

This role is subject to the post holder supporting the constabulary beyond the minimum of 16 hours per month to enable effective line management, responsibilities, attendance at meetings and where appropriate on call cover. In addition the post holder;

- may be required to cover / relocate to another CSP when required
- will be expected to undertake training as and when required by the organisation
- will be expected to attend meetings as and when required by the organisation
- may be expected to handle sensitive and personal information, ensuring confidentiality at all time
- will be expected to comply with all health and safety requirements
- will be expected to undertake training as and when required by the special constabulary
- Vetting required, as advised by the vetting unit

Assessment of Performance in Role

Performance assessment will be achieved through:

- Valid and reliable overall performance review conducted by the line manager for the role.
- Data collection will be a range of methods, including line manager observation, progress against the requirements for this role profile and of objectives set for the performance year.
- Other pertinent and reliable data known to the line manager will be taken into account, for example results of any Special Constable engagement events during the review period and other feedback on performance of the member of staff.

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



HERTFORDSHIRE

CONSTABULARY

correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

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.