



ROLE PROFILE

Role Title:	Programme Officer – County Community Safety Unit (CCSU)
Rank/Grade:	A4 (non-supervisory)
Job Family:	Operational Support
Reporting to:	Programme Manager (CCSU)
Main purpose of the role:	<p>To have day to day responsibility for provision of high level assistance with the delivery of county-wide strategies; working closely with operational policing teams, criminal justice, health agencies, local authorities, probation, the voluntary sector and other partner agencies to identify and promote local and national good practice.</p> <p>To contribute to achieving the Operational Policing Plan, the Force Control Strategy and the Herts Way.</p>

Key Responsibilities
<ul style="list-style-type: none"> Support the Programme Manager in developing, delivering and managing a co-ordinated strategic response within the county in accordance with the work strands of strategic boards. To co-ordinate implementation of local initiatives that assist in the development and delivery of local services in accordance with national and local strategic agendas and priorities, under guidance of the Programme Manager. Ensure that national legislation, policy initiatives and guidance is implemented at a local level, and to maintain organisational policies. To seek and identify sources of external funding to support the development of initiatives to reduce re-offending, including through the use of Out of Court Disposals (OoCD). To provide accurate and timely research and performance data to ensure that CCSU activity is supported and delivered locally. To develop initiatives to raise awareness for front line staff and practitioners from a range of local and countywide agencies. To keep abreast of, and raise awareness county-wide, of national developments/policy, particularly in relation to OoCD and associated rehabilitative programmes. To develop a countywide framework for the recording and reporting of honour-based violence incidents and responses. To provide high-level project support to the Programme Manager for new initiatives. Work with district-level partners to ensure that CCSU actions are aligned with county priorities and strategies.

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

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Entry Requirements
<ul style="list-style-type: none"> A good understanding of violent crime, substance misuse, Early Intervention, Out of Court Disposals and Integrated Offender Management agendas including related policy and legislation Advantageous to have knowledge of police systems An understanding of legislation, government policy, national priorities and local issues in relation to community safety and the relevant disciplines Experience of negotiating and influencing at a tactical level. Experience of working in partnership at a tactical level and working with other organisations Ability to prioritise workloads and work to tight deadlines



ROLE PROFILE

- Experience of project support
- Ability to communicate ideas and information effectively, both verbally and in writing, using language and a style of communication that is appropriate to the situation and the people being addressed
- Personal capacity to build relationships, overcome obstacles, demonstrating the advantages that effective crosscutting services and joined-up thinking can achieve
- Ability to remain outcome-focussed when driving a particular agenda

Any other General Requirements/Scope

- A full driving licence or ability to travel between locations will be required. If the post holder use's their own transport then business insurance will need to be organised by the individual.
- The post holder may be required to work from different locations other than the home station.
- 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 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.

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.



ROLE PROFILE

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.