



Job Description

Title: Force Hate Crime Officer

Post Number:	NA034
Grade /Scale:	Scale 6, £28,530 - £30,375
Weekly Hours:	37
Department:	Strategic Partnership Section
Location Work Base:	Force Headquarters
Status:	Established
Responsible To:	Detective Chief Inspector
Job Role/Purpose:	Ensure an effective and co-ordinated service to the Victims of Hate Crime who are vulnerable through age, gender, race or religion, sexual preference, or disability. This role supports investigating officer by co-ordinating the response of the Police and appropriate partners to all cases of Hate Crime.
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Contacts:	Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- To be educated to A level standard in English Language OR equivalent and/or have recent work experience requiring the use of English Language to that level.

Work Experience:

- Experience of working on Hate Crime or other diversity related issues, handling sensitive

and confidential information.

- Experience of identifying good practice and benchmarking with other organisations.
- Demonstrate good communication skills both oral and written.
- To be computer literate and able to demonstrate a methodical approach to work.
- Demonstrate good organisational skills.
- Experience of preparing and delivering presentations to various groups.
- Experience of conducting research and writing reports.

Special Skills:

- Must have the ability and be willing to travel within BCU/Directorate to carry out activities associated with the role. *

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/Education (including qualifications):

- To be educated to European Computer Driving Licence basic level.

Work Experience:

- Experience of liaison with the media and dealing with marketing publicity.
- Experience of building networks with national and regional organisations in diversity.
- Experience of using statistical data and monitoring information.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

- You will review reports of Hate Crime.
- Write, monitor, and ensure compliance with current policy and service delivery standards.
- Develop an awareness of current trends in offending across the Force.
- Identify repeat offenders and victims.
- Identify Critical Incidents.
- Liaise with investigating officers and other agencies to support and facilitate successful prosecutions.
- Working within the National Intelligence Model (NIM), to highlight critical incidents.
- Reduction in repeat offending through offender reduction initiatives.
- Reduction in repeat victimisation by facilitating appropriate prevention and intervention strategies giving paramount importance to the protection / safety of victims and vulnerable third parties.
- Organising and participating in campaigns to promote local awareness of related issues and provide reassurance to the public.
- Organising and participating in campaigns to enhance the awareness of Police Staff.
- Hate Crime Forums and review panels in line with Force Policy.
- Maintenance of records of hate crime as appropriate to the Area systems and the case needs. A list of contacts within other agencies to direct Force activity and emergency response.
- Monitor and evaluate the quality of investigations.
- Monitor and evaluate the quality of crime/incident reporting.

- Provide an organisation response recognising the needs of all communities.
- Participate in meetings.
- Prepare strategic position papers and briefings.
- Adopt a problem-solving approach to community issues Use intelligence to support policing objectives.
- Evaluate information to determine its intelligence potential.

Communication:

- Chair/Represent one's own agency at other agencies' meetings, Develop and sustain effective relationships with staff in other agencies.
- Manage partnership arrangements with the community and other agencies.
- Maintain effective relationships with the media.
- Coach and mentor staff.
- Deliver training and development sessions Liaise with victims and witnesses
- Liaise with vulnerable victims.

General:

- This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.
- Maintain standards of professional practice work as part of a team.
- Make the best use of technology Comply with health and safety legislation Provide specialist advice and knowledge.
- Analyse information.
- Monitor the quality-of-service provision Develop and implement force policy.
- Manage organisational change.
- Provide specialist advice and knowledge Conduct quality assurance checks.

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Personal Values /Competencies

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity
Impartiality
Transparency
Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Recruitment Vetting (RV)

Please note that due to the nature of security checks undertaken, applicants will be subject to RV Vetting. Therefore, you must have 3 years continuous residency in the UK at the time of application.