

# JOB DESCRIPTION



<b>Role title:</b>	Police Community Support Officer (PCSO)
<b>Grade and salary:</b>	<p>£21,018 for the first 6 weeks of training.</p> <p>£26,836 after training to include shift allowance and weekend working.</p> <p>Grade D (£21,018 - £25,353). Successful applicants would normally be appointed on the bottom of the salary range. Exceptions may apply.</p> <p>You will receive 14% shift allowance after the initial 6-week training.</p> <p>You will work 34.25 weekend hours per month, for which you will receive an enhancement of 50%.</p>
<b>Hours:</b>	37 hours per week. Shift pattern covers 8.00am to 12 midnight, seven days per week
<b>Department or Division:</b>	Operational
<b>Location:</b>	Primarily Derby City, South Derbyshire and Amber Valley with vacancies also in the North of the County i.e. Glossop, Buxton
<b>Post reports to:</b>	Police Community Support Officer Supervisor
<b>Suitable for job share or part-time:</b>	Yes, subject to organisational requirements. Please note that the initial training (6 weeks) must be done on a full-time basis.
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Shift work, flexible location, uniform, patrol. See below 'other considerations – further details' section.</p>
<b>Date last reviewed:</b>	June 22

## PURPOSE AND DESCRIPTION OF JOB ROLE:

To perform in a key role between local communities and policing. Public facing, providing a visible, and approachable uniformed presence in the community to offer reassurance, defuse situations with threats of conflict, improve confidence and trust, and foster good community relations.

## SPECIFIC ROLES AND RESPONSIBILITIES:

- PCSOs will patrol on foot, in uniform, to provide a highly visible policing presence in communities. PCSOs will get to know their allocated area and its residents and will focus on long-term problem solving to reduce crime and anti-social behaviour in their area as well as improve community confidence.
- Develop close working relationships with key community bodies such as local councils, schools, housing associations and community organisations, to gather and provide information, support the vulnerable, promote community cohesion, and identify and tackle issues such as anti-social behaviour.
- Develop effective relationships with individuals, including people who are vulnerable and at risk, across the community, providing support and guidance to identify root causes, assess needs, prevent crime, respond to concerns, and build trust in policing.
- Whilst patrolling, PCSOs will deal with incidents they encounter and will be responsible for enforcing law on the streets, calling on police officer colleagues where needed. In such instances, PCSOs will support Police Officers in initial front-line response to incidents enabling resolution to and/or preventing escalation of low-level offending in line with their designated powers and remit, to ensure immediate public safety.
- Engage with the public by conducting house-to-house enquiries to identify issues affecting local residents as well as giving appropriate crime prevention advice.
- PCSOs will promote Derbyshire Alert to the public, both by encouraging residents to sign up and by creating and distribute interesting and relevant material via the system. PCSOs will also make good use of organisational social media profiles to communicate with their communities.
- As a key element of the role is upon crime prevention and long-term community development, we are looking for candidates who are happy to make a long-term commitment to the role.
- Support the implementation of problem solving and evidence based policing initiatives by championing and applying relevant methodologies and approaches to the area of work.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- To be 18 years old by the first day of the course (4th September 2023)
- Have the availability to work between 8.00am and midnight, seven days a week
- Willingness to patrol independently, including lone patrol on late shifts.
- Have sufficient fitness to patrol the streets on foot or bicycle for long periods of time and in all weather conditions
- To be educated to Level 2 English (GCSE Grade 9-4) (A-C) or equivalent, or to be able to demonstrate the use of English Language to that standard
- Good all round communication skills to build a rapport and/or establish good relationships with people
- Knowledge and understanding of the current policing trends and issues both in Derbyshire and nationally
- Able to deal with upset, aggressive or confrontational people using tact, diplomacy, and assertiveness to defuse conflict

- Experience of gathering information from various sources to prepare concise written information or a report
- Ability to work on your own initiative to identify and investigate a problem/issue.
- Able to deliver accurate and concise spoken information
- Experience of working with little or no supervision, to effectively prioritise your work to ensure competing demands/deadlines were met
- Experience of working or liaising with a range of organisations and/or individuals.

#### **Desirable:**

- Experience of working with legislation or within a regulatory framework or understanding of legislation/regulation gained through study.
- Full manual driving license to enable travel around the allocated area at times when public transport may not be available. Candidates who are unable to drive will only be offered positions in city or town centre locations, where the role can be carried out without the need to drive.
- Experience gained through working in a community-based activity in an employed or voluntary capacity.

#### **OTHER CONSIDERATIONS – FURTHER DETAILS:**

- Shift work is required, between 8.00am and midnight, seven days a week on a rotating shift basis. Some hours either before 8.00am or after midnight may need to be undertaken to meet operational needs.
- You will be allocated a location when you are appointed. Flexibility is required to work at other locations on either a temporary or permanent basis, in response to changing demands for our service.
- A uniform (including stab vest) and protective outdoor clothing will be provided, and it is mandatory that it is always worn whilst on duty.
- Visible patrol in uniform is the core element of the role. You will be working within a community team and on occasion will be required to patrol independently, including at night.
- PCSOs are required to have an on-line presence on social media and for photographs and information to be available to the public on-line (subject to risk assessment).
- A driving license is not an essential requirement for all our PCSO vacancies but will be needed in some locations. Candidates who are unable to drive will be offered a position in city/town centre locations where the role can be carried out without the need to drive; it is a requirement for candidates to make their own travel arrangements to get to and from work, including shifts during unsociable hours, to whichever location they are assigned to.
- The start date of the role is expected to be September 2023. Applicants will be required to attend a six- week training course and need be available every day (Monday to Friday) during that period. Candidates who are unavailable for any day(s) of the training period unfortunately cannot be appointed onto September's cohort. The training will be held in either Ripley or Chesterfield and there is a requirement to travel to that location daily during the six-week period.