



Role title:	Community Speed Watch Coordinator (Casualty Reduction Enforcement Support Team)
Grade & salary:	F (£21,507 to £27,339)
Working hours/shift pattern:	Full Time - 37 Hours (permanent)
Additional allowances:	
Location:	CREST, Operational Support, Wyatts Way, Ripley, Derbyshire
Post reports to:	CREST Manager
Suitable for job share or part time:	Yes
Other considerations (e.g. travel):	The successful candidate will be required to drive a police vehicle. On occasions the post holder may be required to work outside normal working hours as business requires. They may also be deployed within the CREST department on roles as instructed by the CREST Manager.
Date last reviewed:	21 st February 2019

Purpose and Description of Job Role:

The Casualty Reduction Enforcement Safety Team (CREST) comprises both Police Officers and Police Staff who are responsible for all aspects of speed camera enforcement, administration and process of traffic related offences as well as working with police & partner agencies on schemes and initiatives aimed at improving road safety thereby reducing the number of killed and serious injury (KSI) collisions on the roads.

The role of Community Speed Watch Coordinator is a Derbyshire Constabulary funded post to deliver the Community Speed Watch initiative to the people of Derbyshire.

To coordinate members of the public, deploy and operate safety speed detection enforcement devices; to record, interpret and process data from that equipment and initiate action in accordance with force policy and procedures.

To provide visible presence on the road network, capturing offences of excess speed.

To ensure all staff involved in work in this role carry out functions in accordance with force principles and code of ethics. To deliver a high quality of service to members of the policing family and members of the public alike to the highest professional standards.

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Specific Roles and Responsibilities:

- The post holder is to deliver a Community Speed Watch initiative to the City, towns, parishes and wards of Derbyshire.
- The post holder is to comply with Health and Safety legislation and complete risk assessments for the setting up and operations at road side locations.
- The post holder is to obtain Community Speed watch monitored offending vehicles and then obtain vehicle registered keeper details and prepare letters to that keeper in appropriate circumstances and or to supervise and administer this functionality with approved vetted police volunteers.
- The post holder in cases requiring summons to be issued, assist the CREST Investigation team to prepare prosecution file with supporting evidence.
- The post holder to undertake first line maintenance and problem solving for all equipment used. Liaise with manufacturers and service engineers regarding more serious faults/problems after consultation with CREST Manager.
- The post holder is to arrange, attend and deliver presentations of the Community Speed Watch program to the communities of Derbyshire.
- The post holder to be responsible for research, statistic, interpretation and presentation of data to Community Concern sites to identify trends to support Derbyshire Constabularies casualty reduction priorities and strategies.
- The post holder to be responsible for the development, maintenance and the updating of appropriate databases to provide relevant road safety data.
- The post holder is responsible for continually monitoring the effectiveness of camera and Community Speed Watch enforcement interventions to ensure that annual casualty reduction targets are being met and to monitor sites for enforcement activities producing the most effective casualty reductions.
- To attend and participate in Partnership and National/Regional forums/meetings as appropriate.
- To provide a response to public and partnership speed and road safety concerns in relation to position held (Community Speed Watch).
- To update the CREST TWITTER account in line with current policy & guidelines in respect of Road safety and Community Speed Watch.
- To participate in Local and National Road Safety Campaigns, or specific projects as and when required to provide high profile input by the CREST Department and Derbyshire Constabulary, in order to raise awareness of road safety issues and Community Speed Watch.
- To submit intelligence as appropriate.
- To uphold the Force Principles.
- To work as directed by the CREST manager within the unit.
- To assist within the unit to ensure an effective service is delivered to the public and customers.
- To continually develop their existing skills and knowledge and to have the ability to be flexible within the Section.

Skills & Experience Required:

Essential:

- Producing written work to a high standard of accuracy, showing attention to detail and demonstrable competence in written English. Minimum standard of grade C/4 in English and Mathematics.
- Experience of working within an administrative & supervisory role.
- Report writing and making recommendations to colleagues and senior managers.
- Experience of working with Microsoft Word & Excel.
- Provide evidence of previous experience of working within partnerships and supervising in this capacity.
- Demonstrate and provide evidence of the ability for logical process of solving problems and making reasoned decisions.
- Provide evidence showing experience of effectively managing a varied workload, working to tight deadlines and delivering results through effective planning, organising of work and working on own initiative.
- Provide evidence of supervising teams of staff.
- Experience of dealing with people at all levels of an organisation and with external agencies. Communicate effectively and clearly both verbally and in writing avoiding jargon. Providing evidence to support the above.
- Must hold a full driving licence for Category B vehicles.

Desirable:

- Demonstrate an understanding of Road Traffic Legislation with particular regard to vehicle classification and speed limits.
- Demonstrates the ability to develop strong working relationships.
- Demonstrates the ability to be flexible /adaptable in your approach to working practices.
- Demonstrates the ability to work alone when required with minimal supervision.

Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and

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innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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