



<b>Role title:</b>	Hearings and Appeals Officer
<b>Grade &amp; salary:</b>	G (£24,057- £30,195 pro rata)
<b>Working hours/shift pattern:</b>	18.5 hours per week
<b>Additional allowances:</b>	N/A
<b>Location:</b>	Force Headquarters, Ripley
<b>Post reports to:</b>	DCI Organisational Learning Culture and Ethics
<b>Suitable for job share or part time:</b>	Yes, suitable for job share and part time
<b>Other considerations (e.g. travel)</b>	

Date last reviewed: 05/02/2019

### Purpose and Description of Job Role:

The Hearings and Appeals Officer is the delegated point of appeal for public complaints and arranges misconduct Hearings and meetings.

### Specific Roles and Responsibilities:

- To plan and organise police officer and police staff disciplinary hearings and divisional disciplinary meetings, arranging appropriate disclosure and service of documents on all relevant parties. To liaise and work with legal professionals, staff association representatives, PCC and other interested parties.
- To assist the member of the Executive Team appointed as the appeals body in respect of the outcome of public complaints, providing necessary advice and guidance on relevant legislation
- Liaise with and assist the Police Crime Commissioners (PCC) with Police Appeal Tribunals (PATs) and Business Interest appeals
- Advise and assist the Deputy Chief Constable and PCC staff, with duties in relation to police officer pension forfeiture, providing necessary advice and guidance on relevant legislation.
- To act as departmental SPOC for Business Continuity liaison.
- To carry out any other reasonable duties as directed by the DCI of Organisational Learning Culture and Ethics commensurate with the grading and level of responsibility of the post.



## Skills & Experience Required:

### Essential:

- Previous experience working in a sensitive and confidential environment.
- Ability to interpret complicated legislation and appropriately apply it in the work environment.
- Demonstrate knowledge and understanding of data protection Computer Misuse legislation.
- Ability to work efficiently with information technology and associated systems including Microsoft packages.
- Ability to demonstrate an attention to detail.
- Previous experience of analysing and managing large amounts of data and presenting detailed written reports to senior management.
- Previous experience of communicating at all levels, in particular with executive officers/ heads of department/senior representatives of staff associations/partner agencies and/or legal representatives.
- Ability to work unsupervised or without close supervision.
- A requirement to achieve MV vetting status

### Desirable:

- Experience of working In a criminal justice environment
- A thorough knowledge of statute and legislation relating to Police Complaints and Misconduct, and Police Staff Complaints and Discipline procedures
- Previous experience of dealing with complaints and dissatisfaction from members of the public

## 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 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

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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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