



JOB DESCRIPTION

Title – Force Hate Crime Officer

Version - 1 Date - 20/04/2016

Post Number:	NA034
Grade:	Scale 6, £25,566 - £27,339
Weekly Hours:	37
Department:	Strategic Partnerships Section
Status:	Established
Responsible To:	Detective Chief Inspector
Responsible for:	N/A
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 officers by co-ordinating the response of the Police and appropriate partners to all cases of Hate Crime.
Contacts:	All police officers and support staff within the Force and from other Forces, external agencies, professional organisations, community groups, National and Regional Organisations 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.

Essential knowledge:

To be educated to A level standard in English Language OR equivalent can demonstrate 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.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

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

Other:

N/A

**Reasonable Adjustments may be made under the Equality Act 2010*

DESIRABLE CRITERIA

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

Knowledge:

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.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

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

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

You will scan reports of Hate Crime to:-

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.

You will 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

Disseminate intelligence to support operational policing

Gather intelligence to support policing objectives

Obtain information for the analysis process

Apply analytical techniques to describe information

Recommend actions based upon analysis

Management/Leadership:

N/A

Technical:

N/A

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

Administration:

N/A

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

Other:

N/A

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

Personal Value's / Competencies

The competency and values framework sets 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
Social responsibility

OTHER

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

- 1) Recruitment Vetting (RV)
- 2) Counter Terrorist Checks (CTC)
- 3) Developed Vetting (DV)

Date line manager checked vetting level needed 02/03/2017

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance *{per mile / day etc}*: [Click here to enter text.](#)

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ .

Additional Information: [Click here to enter text.](#)

Reasonable adjustments

[Click here to enter text.](#)

INSERT ORGANISATION CHART