



Job Description

Title – Neighbourhood Policing Area (NPA) Sergeant

Version - 1 Date - 02/07/2018

Post Number:	NC026 NE003 NH063 NL031 NN003 NR054 NS031 NW069
Grade /Scale:	Sergeant
Weekly Hours:	40
Department:	Local Policing
Status:	Established
Responsible To:	Neighbourhood Policing Area commander
Responsible for:	Dedicated Neighbourhood Team Officers and management And Co-ordination of other officers and staff within the NPA as required.
Location Work base:	Leicestershire
Job Role /Purpose:	Working primarily within the Dedicated Neighbourhood Team, protect the community through a range of activities including: Develop individuals and teams to enable them to perform effectively and achieve objectives prioritised through community engagement. Carry out performance reviews recognising personal achievements and identifying areas for future development. Become the joint point of contact of a Neighbourhood alongside the Dedicated Neighbourhood Officer. Work with and utilise Police Volunteers to assist with neighbourhood management Work closely with the Neighbourhood Priority Team to provide guidance and direction in relation to crime reduction or community problem solving initiatives in support of neighbourhood priorities and other agencies Effectively manage offenders to divert them from crime & ASB utilising the IOM process. Investigate complaints against the police and internal misconduct issues Any other duties in support of the NPA commander. Ensure staff are developed appropriately utilising the PDR process and development plans where required.
Contacts:	Internal: Police, staff and wider police family of all ranks up to

Chief Constable

External: Members of the public, local elected officials,
members of partner organisations

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 confirmed in the rank of Sergeant.

Work Experience:

Demonstrate an awareness of the methods of consultation and engagement in line with statutory requirements.

Demonstrate an understanding of problem solving and policing initiatives with partner agencies.

Demonstrate your application of the National Decision Model in all considerations when dealing with threat, harm and risk.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate by example high levels of self motivation and the ability to work as part of a team and lead a team.

Demonstrate the ability to effectively communicate ideas and information, both verbal & written.

Demonstrate experience of managing and motivating staff and monitoring performance to achieve organisational goals.

Demonstrate an understanding of Offender Management.

Show and awareness of the confidence cycle within neighbourhood policing.

Demonstrate effective management of ASB cases with partner agencies.

Special Skills:

N/A

Other:

N/A

** 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):

N/A

Work Experience:

N/A

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

Be prepared to undertake media training and utilise these skills.

Other:

N/A

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

Core Responsibilities/ Accountabilities

Operational:

Prepare for, monitor and maintain patrol plans to provide a timely and positive response to calls from the public for help, advice and assistance.

Monitor and evaluate crime, ASB & vulnerability, pro-active policing and problem solving plans or initiatives taking cognisance of the needs of victims, witnesses, offenders and the wider community.

Investigate complaints against the police.

Conduct intelligence led briefings tasking and de-briefing through use of IT systems and analytical skills. Maintain detailed and up to date knowledge of crime trends, offenders, vulnerable people and locations on your LPU.

Set and drive intelligence collection plans.

Seek to increase public confidence in the police and reduce fear of crime by working with partners to provide a co-ordinated response to crime and community issues.

Work with partner agencies to provide a coordinated response to community issues and provide a contact point for the public.

Management/Leadership:

Manage the welfare of staff in line with organisational policy.

Technical:

N/A

Communication:

Maintain effective relationships with local people, partners and the media.

Share information with partners regarding positive results where this does not impact on policing tactics.

Administration:

N/A

General:

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

Be prepared for short notice duty changes to provide cover for neighbourhood response when necessary. This should be done in line with the agreed terms of reference and only derogated from in times critical demand needs.

This role description should develop along with the changing demands of policing reflected in

Force Objectives and priorities

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Maintain current and future personal qualifications by agreeing to undertake approved courses/planned events within agreed timescales.

Other:

N/A

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

Personal Values /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) Please select one - Recruitment Vetting (RV) or Management Vetting (MV) Yes
- 2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC) Yes
- 3) Please select one - Developed Vetting (DV) or N/A

Date line manager checked vetting level needed :

Car User: Yes / No - Essential /Casual Allowance {per mile / day etc}: Please enter text here

Budgetary Management: Yes / No Budget Value approximate value £ Please enter text here

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration
Level

Administration
Level

Administration
Level

Clerk Level

Clerk Level

Clerk Level