



Role Profile

S1701 Special Constable

Role Description

To provide a high profile, high visibility presence within a designated sector to support and assist regular officers in the delivery of an effective service to local communities.

Main Responsibilities

- To respond appropriately to calls and requests for assistance, investigating the circumstances, calling for specialist assistance as and when required and resolving incidents as appropriate.
- To participate in intelligence led pro-active policing of the sector, building on local knowledge, observation and targeting in order to support local and force initiatives.
- To pursue opportunities to make contact and build relationships with all sections of the community to promote and enhance local problem solving and to support voluntary effort in dealing with crime, disorder and other quality of life issues of local concern.
- To compile concise accurate reports and other prosecution files in accordance with codes of practice and relevant legislation.
- To drive a police vehicle safely with consideration for others in accordance with Force policy & in line with the system of car control.
- To contribute to maintaining road safety by identifying and responding to hazards, regulating traffic, dealing with traffic offences and attending collision scenes in accordance with legislation and Force policy.
- To prepare and present case materials and attend court as required.
- To provide the necessary first aid treatment in accordance with approved procedures.
- To carry out arrest /process procedures in accordance with the relevant legal requirements & policy, having regard for human rights, security, health & safety of person(s) detained, members of the public, colleagues & self.
- To conduct search procedures on person(s), vehicles and land in accordance with the relevant legislation and policy, whilst having regard for the health, safety and Human Rights.

Rank\Scale

Special Constable

Reports To

Section Officer

Supervisory Responsibility

None.

Additional Information



Role Profile

S1701 Special Constable

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy:

Police Recruitment Vetting (RV) and National Security Vetting Counter Terrorist Check Level (CTC).

Created: October 2011

Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Policing Personal Qualities	Decision making	Practitioner	<ul style="list-style-type: none">- Demonstrates understanding of investigation techniques, provides accurate and detailed information and understanding of situations and the wider impact.- Considers range of options, can respond to changes, can articulate clear, timely and justifiable decisions- Takes ownership, acts on initiative, engages resources to deliver objectives- Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.- Acts with integrity, in line with the values of the Police Service.- Works collaboratively, delivers accurate outcomes, seeks guidance where appropriate. Is approachable and positive.- Pitches ideas at appropriate level, expresses own view positively and constructively.- Is courteous, polite and considerate, shows empathy and compassion- Treats people with respect, dignity, dealing with them fairly and consistently.	No



Role Profile

S1701 Special Constable

Core Values	Impartiality	Practitioner	Behaviours: <ul style="list-style-type: none"> • I take into account individual needs and requirements in all of my actions • I understand that treating everyone fairly does not mean everyone is treated the same • I always give people an equal opportunity to express their views • I communicate with everyone, making sure the most relevant message is provided to all • I value everyone's views and opinions by actively listening to understand their perspective • I make fair and objective decisions using the best available evidence • I enable everyone to have equal access to services and information, where appropriate 	No
Core Values	Integrity	Practitioner	Behaviours: <ul style="list-style-type: none"> • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public • I demonstrate courage in doing the right thing, even in challenging situations • I enhance the reputation of my organisation and the wider police service through my actions and behaviours • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations • I am open and responsive to challenge about my actions and words • I declare any conflicts of interest at the earliest opportunity • I am respectful of the authority and influence my position gives me • I use resources effectively and efficiently and not for personal benefit 	No
Policing Personal Qualities	Leadership	Practitioner	<ul style="list-style-type: none"> - Demonstrates real belief in customer service, understands expectations, changing needs of different communities and impact and benefits of policing these different communities. - Breaks down barriers and builds confidence with open and consultative communication - Promotes equality and value of diversity and encourages inclusive behaviours - Role model for implementation of professional standards, challenging conduct and discriminatory behaviour - Demonstrate positive, flexible and adapts to changing situations, open to alternative approach to solving problems - Is innovative, persuasive and clearly manages expectations - Adapts rapidly to different ways of working and putting effort into making them work 	No
Evidence	Link your Evidence here for Promotion/Lateral Development or to support your Action/Development Plan			Yes



Role Profile

S1701 Special Constable

Policing Personal Qualities	Managing Performance	Practitioner	<ul style="list-style-type: none"> - Demonstrates ability to multi task, prioritise and methodically think things through - Delivers within set timescales and achieves outcomes - Constantly reviews procedures for cost efficiencies and changes mirror future business direction 	No
Core Values	Public Service	Practitioner	Behaviours: <ul style="list-style-type: none"> • I act in the interest of the public, first and foremost • I am motivated by serving the public, ensuring that I provide the best service possible at all times • I seek to understand the needs of others to act in their best interests • I adapt to address the needs and concerns of different communities • I tailor my communication to be appropriate and respectful to my audience • I take into consideration how others want to be treated when interacting with them • I treat people respectfully regardless of the circumstances • I share credit with everyone involved in delivering services 	No
Policing Personal Qualities	Strategic/Organisational Perspective	Practitioner	<ul style="list-style-type: none"> - Demonstrates clear understanding of force objectives and how own role impacts on this. - Seeks out and responds positively to constructive feedback 	No
Core Values	Transparency	Practitioner	Behaviours: <ul style="list-style-type: none"> • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am open and honest about my areas for development and I strive to improve • I give an accurate representation of my actions and records • I recognise the value of feedback and act on it • I give constructive and accurate feedback • I represent the opinions of others accurately and consistently • I am consistent and truthful in my communications • I maintain confidentiality appropriately 	No



Role Profile

S1701 Special Constable

Intelligent, Creative and Informed Policing	We analyse critically	Practitioner	<p>I recognise the need to think critically about issues. I value the use of analysis and testing in policing.</p> <p>I take in information quickly and accurately.</p> <p>I am able to separate information and decide whether it is irrelevant or relevant and its importance.</p> <p>I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.</p> <p>I refer to procedures and precedents as necessary before making decisions.</p> <p>I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.</p> <p>I recognise gaps and inconsistencies in information and think about the potential implications.</p> <p>I make decisions in alignment with our mission, values and the Code of Ethics.</p>	No
Inclusive, Enabling and Visionary Leadership	We are collaborative	Practitioner	<p>I work cooperatively with others to get things done, willingly giving help and support to colleagues.</p> <p>I am approachable, and explain things well so that I generate a common understanding.</p> <p>I take the time to get to know others and their perspective in order to build rapport.</p> <p>I treat people with respect as individuals and address their specific needs and concerns.</p> <p>I am open and transparent in my relationships with others.</p> <p>I ensure I am clear and appropriate in my communications.</p>	No



Role Profile

S1701 Special Constable

Resolute, Compassionate and Committed	We are emotionally aware	Practitioner	<p>I treat others with respect, tolerance and compassion.</p> <p>I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.</p> <p>I remain calm and think about how to best manage the situation when faced with provocation.</p> <p>I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.</p> <p>I ask for help and support when I need it.</p> <p>I understand the value that diversity offers.</p> <p>I communicate in clear and simple language so that I can be easily understood by others.</p> <p>I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</p>	No
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Practitioner	<p>I demonstrate an openness to changing ideas, perceptions and ways of working.</p> <p>I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</p> <p>I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</p> <p>I adapt to change and am flexible as the need arises while encouraging others to do the same.</p> <p>I learn from my experiences and do not let myself be unduly influenced by preconceptions.</p>	No



Role Profile

S1701 Special Constable

Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Practitioner	<p>I take on challenging tasks to help to improve the service continuously and support my colleagues.</p> <p>I understand how my work contributes to the wider police service.</p> <p>I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others.</p> <p>I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.</p> <p>I support the efficient use of resources to create the most value and to deliver the right impact.</p> <p>I keep up to date with changes in internal and external environments.</p> <p>I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</p>	No
Resolute, Compassionate and Committed	We take ownership	Practitioner	<p>I actively identify and respond to problems.</p> <p>I approach tasks with enthusiasm, focusing on public service excellence.</p> <p>I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</p> <p>I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.</p> <p>I give feedback to others that I make sure is understandable and constructive.</p> <p>I take responsibility for my own actions, I fulfil my promises and do what I say I will.</p> <p>I will admit if I have made a mistake and take action to rectify this.</p> <p>I demonstrate pride in representing the police service.</p> <p>I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</p>	No

NOS

NOS Unit	Unit Name	Unit Description