



# Warwickshire POLICE

## JOB PROFILE

<b>POST TITLE:</b>	<b>Police Community Support Officer</b>
<b>GRADE:</b>	<b>C</b>
<b>DIRECTORATE:</b>	Local Policing
<b>RESPONSIBLE TO:</b>	Safer Neighbourhood Policing Sergeant
<b>JOB PURPOSE:</b>	To work within identified communities to enhance safer neighbourhoods and provide reassurance in order to reduce both crime and the fear of crime.

### **MAIN RESPONSIBILITIES:**

1. Conduct high visibility uniform patrol in accordance with the National Intelligence Model (NIM).
2. Act as a focal point for the community, acting as a problem solver and ensuring Neighbourhood Policing Guidelines are operationally delivered.
3. Support regular police officers and community groups in building and maintaining community relations by providing a service that is responsive to local needs.
4. Use powers of enforcement in a discretionary manner to enhance the quality of life of local residents.
5. Provide co-ordination of crime prevention advice and techniques, through co-ordinated problem solving.
6. Act as a focal point for the collection and appropriate dissemination of intelligence in line with the NIM.
7. Develop strong working relations both inside and outside of the police service and with partner agencies to achieve common goals.
8. To undertake the duties of a Traffic Warden only in relation to exercising the power to deal with Obstruction Offences.
9. Ensure integrity, fairness and consideration or the needs of others are incorporated into the daily duties and relationships with colleagues.
10. To undertake other duties commensurate with the nature, level of

responsibility and grading of this post, as required.	
<b>Special Conditions:</b>	The focus of these duties may vary according to the specific posting (e.g. Safer Schools). The duties of this role involve Shift working, prolonged periods of walking and cycling and a requirement to wear a uniform and protective clothing. The post holder must hold a current, full clean driving licence.
<b>Security level:</b>	RV

<b>PERSON SPECIFICATION</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Grade A-C GCSEs (or equivalent) in English and Mathematics</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Dealing with members of the public including dealing with confrontational and conflict situations</li> <li>Gathering and analysing information in order to solve problems</li> </ul>
<b>Key Skills:</b>	<ul style="list-style-type: none"> <li>Good customer service skills and excellent interpersonal skills</li> <li>IT Literate</li> <li>Ability to work on own initiative</li> </ul>

<b>BEHAVIOURS: PRACTITIONER</b>	
All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).	
The CVF has six competencies that are clustered into three groups:	
<ul style="list-style-type: none"> <li><b>Resolute, compassionate and committed</b></li> <li><b>Inclusive, enabling and visionary leadership</b></li> <li><b>Intelligent, creative and informed policing</b></li> </ul>	
Under each competency are three levels that show what behaviours will look like in practice.	
This role requires the post holder to be operating at or working towards Level <b>1</b> of the CVF.	

Author:	Karl Faulkner
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