



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

Role Title	Neighbourhood Sergeant	Reporting to	Neighbourhood Inspector
Section		District/Department	District
		Rank/Grade	Sergeant

Part A – JOB DESCRIPTION

Overall purpose of role	To act as the first level of supervision in the delivery of policing services, responsible for exercising day to day, general and technical supervision to sworn officers and police staff, ensuring organisational standards are upheld. Involved in the delivery of a range of diverse policing services and to perform or supervise specialised work assignments,
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Key outputs for role	
	<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics and Force Purpose and Values, taking appropriate action to ensure that all your team members do likewise.2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.3. Conduct intelligence driven briefing, tasking and debriefing to ensure all officers have a clear understanding of their role and responsibilities and good practice is identified, advocated and applied.4. Prepare for, monitor and maintain law enforcement operations in accordance with the needs of the District / Department to aid the prevention and detection of crime, working with integrity and in line with the police code of ethics.5. Supervise an effective police response to critical incidents, minimising harm to victims and their families ensuring our communities feel safer and are safer.6. Supervise investigations and investigators ensuring victims are updated in a timely fashion and a positive outcome is achieved wherever possible.7. To proactively develop local partnership relationships and support a problem solving approach working together to increase public confidence.8. Be involved in, and supervise the delivery of a range of diverse policing services, and to perform or supervise specialised work assignments where appropriate, to assist the District and Force in the achievement of its objectives.9. Proactively manage the safety and welfare of all persons that come into contact with West Yorkshire Police as part of our daily business10. Responsible for ensuring an effective response to community issues enabling early resolution of individual and community matters involving partners where appropriate.

Dimensions
<ul style="list-style-type: none">• To supervise and monitor day to day operational activities, in line with District objectives.• To ensure relevant accreditation and expertise is obtained and maintained whilst working in an associated post.• To supervise a team of police officers and/or police staff.

Work/Business contacts

Internal: All teams within the District, the wider Force area, and other specialist departments to provide local knowledge and expertise in delivering priorities and objectives.

External: Local communities and relevant partner agencies.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none">Knowledge of and ability to operate Force systems, including the use of Force Digital Mobile devices to access and update police IT systems where appropriate.	Essential
<ul style="list-style-type: none">Can demonstrate successful proactive policing skills	Essential
<ul style="list-style-type: none">Can demonstrate the ability to communicate clearly and effectively	Essential
<ul style="list-style-type: none">Knowledge of student officer development process	Essential
<ul style="list-style-type: none">Basic knowledge of relevant legislation, Force policy and procedures, which relate to role.	Essential
<ul style="list-style-type: none">Knowledge of problem solving methods.	Essential
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none">Willingness to work flexibly to suit the needs of the District	Essential
<ul style="list-style-type: none">Required to work shifts in accordance with District working pattern	Essential
<ul style="list-style-type: none">Ability and willingness to travel around the Force for business purposes.	Essential
<ul style="list-style-type: none">Required to work throughout West Yorkshire as required	Essential

Expertise in Role - After initial development - Level 2

- Detailed knowledge of Force procedures and policies.
- Developed a network of contacts and established themselves as a District representative

PART B – PERSONAL QUALITIES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Supervisory manager Sergeant and police staff supervisors

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

PART D – CORE CAPABILITIES (Police Officer Roles Only)

This role requires a post holder to be able to generally demonstrate the core capabilities specified below.

Core Capability	Core Capability Required (Yes / No)	
	Neighbourhood Patrol	Neighbourhood support
a) Sit for reasonable periods, to write, read, use the telephone and to use (or learn to use) IT;	Yes	Yes
b) Run, walk reasonable distances, and stand for reasonable periods;	Yes	No*
c) Make decisions and report situations to others;	Yes	Yes
d) Evaluate information and to record details;	Yes	Yes
e) Exercise reasonable physical force in restraint and retention in custody;	Yes	No*
f) Understand, retain and explain facts and procedures; and	Yes	Yes
g) Work the full range of shifts.	Yes	No**

* Subject to Force requirements for PSU level 2 coverage

** Subject to District shift rota cover arrangements

PART E – ACCESS AND VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Recruitment vetting
Date accepted as a role profile	29/1/16