



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

Role Title	Hate Crime Coordinator	Reporting to	Sergeant
Section	District NPT Support	District/Department	District
Tenure		Rank/Grade	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role	To monitor and facilitate the reduction of hate related repeat victimisation and to increase public confidence to report hate incidents to the police.
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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 ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Ensure appropriate referrals are made to other agencies to provide support and assistance to Victims of hate crimes/incidents and monitor offenders.3. Working together with the Council's Community Safety Team identify and engage with local key partner agencies, voluntary sector and independent Third Party Reporting Centres to pro-actively pursue multi-agency initiatives and interventions, internally and externally to increase confidence in reporting hate incidents and increase the number of reports made and to initiate appropriate interventions that support victims of Hate crimes or non-crimes and deal appropriately with perpetrators to reduce repeat victimisation.4. Single Point of Contact (SPOC) for supporting and recording advice on NICHE to the Investigation Officer in relation to correct use of Hate standards and CDI compliance for further victim(s) or new crimes/non-crimes identified. Review initial crime recording decision of all hate crime and non-crime occurrences and investigation plans on NICHE. Ensure NICHE is accurately endorsed and maintained within Force Policy in relation to Hate Crime Coordinator Role, utilising HCC checklist and make recommendations as appropriate. Retain HCC task where occurrence is considered High Risk.5. Provide regular specialist training internally and externally to increase awareness and advice on the practical issues involved when dealing with Victims of hate crimes/incidents. Provide lesson plans to assist in delivering policies and procedures to internal and external partners.6. Assist in engaging communities in relation to hate crime by attending events, schools, community groups etc. Support initiatives by partner agencies/voluntary sector. Assist Strategic Engagement Officers in advising migrant groups regarding reporting of hate crime and available support.7. Coordinate/support scrutiny panels, including the IAG, LGBT panel and MARAC, by preparing anonymised hate case data and providing statistics to illustrate trends. Provide professional advice to the Senior Officer present and panel members in relation to processes and investigation procedures where issues are identified.8. Use information gathered on Hate related issues and incidents occurring within division to ensure an effective response is provided. Analysing and monitoring all district Hate crime and non-crimes to enhance community intelligence, highlight good practices or any early interventions to the Hate Crime Supervisor. Share best practice in relation to hate incidents with other outside agencies.

9. Attend the Operational Hate Crime Board (or equivalent in other local authority areas) together with representatives from numerous agencies. Implement initiatives driven by the Hate Crime Strategic Board (or equivalent) by undertaking relevant actions. Provide support to supervisor regarding updates to the Strategic Board (or equivalent).
10. Having identified a Victim as High Risk provide continued support for victims of hate crimes/incidents by identifying and engaging with key partner agencies, voluntary sector and independent Third party reporting centres to initiate appropriate interventions. Refer to MARAC (or equivalent) where appropriate. In addition Liaise with partners regarding a repeat high risk perpetrator and ensure that a Problem Solving Occurrence is recorded and managed by the local Neighbourhood Policing Team.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Handling between 600 – 1100 incidents per annum
- Provide reports and facilitate the Hate Crime Scrutiny Panels
- Provide reports and attend the Hate Crime MARAC
- Provide reports and attend the Safer Leeds Hate Crime Operational Group

Work/Business contacts

Internal: Police Officers, Police Staff at all levels Force wide

External: Members of the public, specialist agencies (Third party reporting centres, Victim Support, Race Equality Council etc) Local Authority, Asylum Support Services, Third Party Support Agencies

Expertise in Role Required (At selection - Level 1)

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| • Ability to form effective partnerships with outside agencies. | Essential |
| • Ability to communicate effectively with victims. | Essential |
| • Excellent written communication and inter-personal skills with the ability to plan, design, undertake, co-ordinate, implement and manage a wide variety of hate related initiatives. | Desirable |
| • Ability to deliver training in a customer focussed environment to a broad range of audiences both internally and externally. | Essential |
| • Good working knowledge in the use and application of computer systems including Microsoft Office and the extraction of information from databases to create reports. | Essential |
| • Have a basic understanding of issues surrounding hate crime. | Essential |
| • Have a good understanding of the McPherson report and the responsibility of the police service. | Essential |

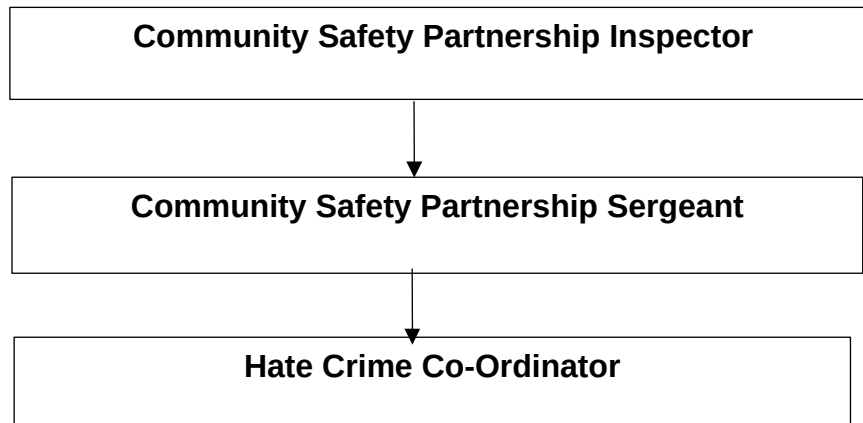
Other (Physical, mobility, local conditions)

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| • Holds full UK/European driving licence | Essential |
| • Is prepared to work flexible hours to meet divisional and customer requirements. | Desirable |
| • Has access to own vehicle, and is prepared to use it for business purposes. | Desirable |

Expertise in Role - After initial development - Level 2

- Has a detailed knowledge of Force Policy and has a thorough knowledge of all systems and procedures within the department.
- Has developed a working relationship with, and become a source of advice for personnel involved in Hate incident work.
- Has identified and made links with voluntary agencies and community groups.

Structure



PART B – COMPETENCIES & VALUES

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

Level 1 – Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has identified and utilised good practice internally and externally to improve the quality of service.
- Is seen by those in the organisation as a key point of contact for advice and support on matters relating to Hate related incidents/crimes
- Is seen by those outside the organisation as a key point of contact within West Yorkshire Police in respect of Hate related incidents/crimes

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to buildings where based
<i>Vetting Level</i>	Recruitment vetting
<i>Date accepted as a role profile</i>	22/08/19