

ROLE PROFILE Part1	Role Title	CJ HUB DETECTIVE SERGEANT			Dept /LPA	CRIMINAL JUSTICE DEPARTMENT	
			VETTING LEVEL				
Grade/Rank	Detective Sergeant						
Responsible To	CJ Hub Inspector						
Staff Responsible For	None						
Reviewed by (Manager)	DCI Adam EDWARDS.				Date	20/03/2023	
Purpose of Job	To develop the quality of criminal investigation and prosecutions across Hampshire and the Isle of Wight by quality assuring case file submission in advance of CPS review, providing direct support to investigators and supervisors, delivering training and guidance cross strand and working in partnership with key stakeholder, such as the CPS and CJU						
Key Accountabilities	1. Effectively work in partnership internally and by representing Hampshire and Isle of Wight Constabulary with our external partners to improve performance. Specific focus to be provided on working with the CPS to deliver a decreasing number of adverse Director's Guidance assessments and Action Plans. 2. To review and track the quality, efficiency and timeliness of CJ processes, for example, ensuring that National File Standards are met. Specific focus to be provided on delivering increased charge/summons file submissions that are ready first time. 3. To act as subject matter expert POCs, internally and externally. Proactively analyse and use problem solving skills: in managing current practice and new risks, legislation, policy/procedure and guidance; identify appropriate methods to continually improve performance. 4. Effectively communicate internally and externally, through direct contact, mentoring, the provision of guidance documents and robust training packages which are of a high standard and are aimed at continually improving performance of investigators. Specifically, this includes the provision of data for the Force's SLT, across all Commands, Areas and Districts to assist in this process. 5. To be aware of Force policy on Equality Act, Health and Safety and Data Protection and to comply with the legislation and the standards of "good practice". 6. To give regular and effective service Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire & IOW Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.						
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.						
ROLE PROFILE Part2	We are Emotionally Aware Level 2 We Take Ownership Level 2 We are collaborative Level 1 We Analyse Critically Level 2						
CVF Recruitment Competencies							
Education/ Qualifications	Essential: Competent Investigative Supervisor PIP1 and PIP2 Desirable: n/s						
Experience and Skills	Essential: n/s Desirable: Previous experience in reviewing CJ outcomes Competent in the use of Excel Spreadsheet						