



Role Profile

Role Profile Part 1			
Role title	Professional Development & Assessment Officer (PCSO)	Grade	Scale 5
Dept/Area	L&PD	Vetting Level	
Responsible to	Police Staff Quality Assurance Manager and PDAT Inspector	Staff line managed	none
Reviewed by (Line Manager)	Insp A Maynard	Date	December 2022
Purpose of Job	To assess and monitor the competencies, values and development of student officers to achieve their professional qualification in Policing to qualify as safe lawful, competent and effective Police Community Support Officers.		
Key Accountabilities	Student Development 1. Assessing Qualification evidence throughout the PCSO Apprenticeship programme and probationary period; to include Independent Patrol Status (IPS), occupational competence portfolio (OCP) through to achieving Full operational Competence (FOC) and acting in accordance with the assessment strategy for for the PCSO Level 4 Apprenticeship. 2. Providing guidance and support for students in the completion of their qualification. Holding regular meetings and signposting welfare/safeguarding and performance concerns to the students Line manager. 3. To be an initial point of contact for Tutors and Line managers in all matters relating to Qualification process and to signpost as appropriate. 4. Deal promptly and effectively with all administration relating to Student Officers Qualification using OneFile and other recoding systems. 5. Liaise with and support tutors during the tutoring phase, to ensure a smooth transition to independent status. 6. To treat all student officers fairly and ethically, according to their needs and where necessary signpost students to relevant support services. 7. Provide support and guidance to PCSO Students around the End Point Assessment. 8. Represent the Constabulary during the End Point Assessment process. Recruiting 9. To be involved in the recruitment and selection process for PCSO candidates PCSO Tutors		



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	10. To facilitate ongoing support and advice to Tutors. 11. To highlight tutor performance concerns to line managers within the tutoring phase. 12. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight 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	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required. Working hours will need to align to Neighbourhood shift patterns and operational need The role holder must complete an Assessing Competence in the Work Environment Level 3 Award if not already held 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.



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Role Profile Part 2			
Education/Qualifications	Essential: Educated to QCF Level 2 (5 passes) or to have undertaken work experience deemed to have brought the postholder to a comparable level. Qualified as a PCSO Desirable: Assessing Competence in the Work Environment Level 3 Award		
Experience and Skills	Essential: Post probation plus a minimum of 3 years local policing experience Desirable: Mentoring or tutoring experience. Recent working knowledge of core policing.		
Approved by People Services	Jayne Beddall, Senior HR Adviser	Date	11 Feb 2022

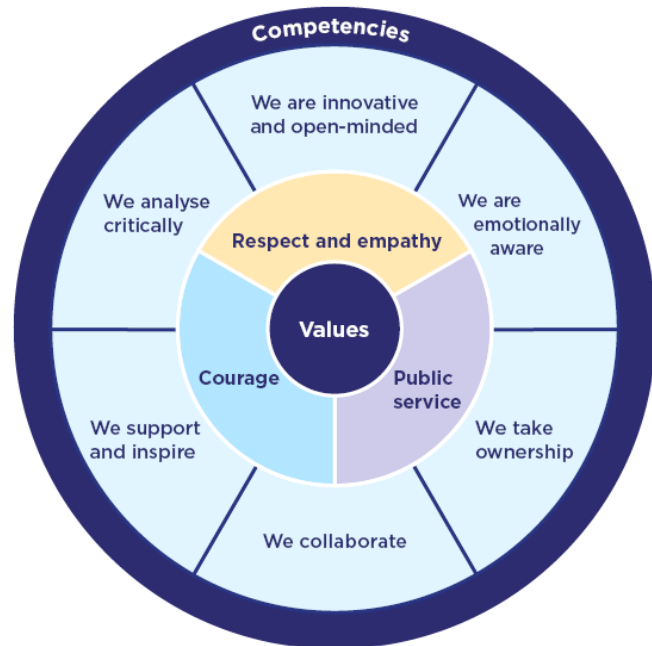


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Role Profile Part 3 (2024)

Competencies All roles are expected to know, understand and act within the ethics and values of the Police Service.

We are Emotionally Aware	Level 1
We Take Ownership	Level 1
We are collaborative	Level 1
We Support and Inspire	Level 1
We Analyse Critically	Level 1
We are Innovative and Open Minded	Level 1



Underpinning Values [Courage](#)
[Respect and Empathy](#)
[Public Service](#)

Initial Development Skills for new to role period All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required

Continuing Professional Development Courses and Conferences should be attended to benefit professional learning and development.