



Police Contact Enquiry Officer Supervisor Recruitment Pre-Brief

Vacancy: Part Time PCEO Supervisor – IOW, based at Newport but also covering Ryde

Thank for considering applying for the recently advertised Police Contact Enquiry Officer Supervisor position. In addition to the information contained in the vacancy advert, the following is crucial information that you should consider before applying for the post.

Please take the time to read the information fully BEFORE applying for this role. In doing so you will ensure you understand the commitments that are required

Shift Pattern:

You will be required to work 3 set days a week as per the below shift pattern.

This pattern attracts 16.29 hours per month weekend enhancement.

	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wk Total
Wk1	RD		D0800-1600		WFD		D0800-1600		WFD		D0800-1600		RD		22:30
Dy1	00:00	00:00	07:30	00:30	00:00	00:00	07:30	00:30	00:00	00:00	07:30	00:30	00:00	00:00	

Training:

You will initially be trained / mentored by one of our existing Supervisors.

You may have opportunity to attend the PCEO training course to learn the role that you will be supervising. This course is run approximately 3 – 4 times throughout the year and is a 3 week course based at either Netley or Southampton.

You will have the opportunity to attend Leadership and Management Courses as part of your development.



CONTACT MANAGEMENT



Other important information:

Weekends/Bank Holidays: You will be required to work weekends and some bank holidays.

Leave:

- i) Annual leave entitlement is approximately 24 days per year (less for part time staff), plus time back for 8 Bank Holidays per year.
- ii) Leave is planned approximately 12 months in advance and a system is in place to ensure it is fairly distributed.
- iii) Generally speaking, leave is not permitted within the first 6 weeks of employment. This is to avoid any disruption to the training schedule. Management are happy to discuss and consider any leave requests 'by exception' on a case-by-case basis.

Flexible working: We will consider requests for flexible working after 26 weeks continuous service and on the proviso that you have successfully complete six months of your probationary period.

Travelling expenses: Hampshire Constabulary has a travel policy that states: If you make a journey from home to a location that is not your normal place of work (for example you are asked to work at a different Front Counter for the day) you are permitted to claim the mileage from the point where you deviate from your normal route. You will not be able to claim any mileage if the journey is, in whole or in part, substantially the same as your daily commute.

Use of Pool Cars: Hampshire Constabulary has a fleet of pool cars. If you hold a valid driving licence, you will be afforded the opportunity to attend an 'in house' driving course in order to use these vehicles for work purposes

If you have further questions about any of the above please get in touch with the recruitment team.

Thank you

Angela Orr

Recruitment Manager/Deputy Operations Manager for HC Front Counters