

Role Profile – Restore Supervisor.

Purpose of job: Lead, supervise and direct a team to ensure an efficient service is provided to Hampshire and Isle of Wight Constabulary and partnership agencies which effectively supports the Criminal Justice System, specialising in the delivery of outcomes and evaluation for the Drug Possession Pilot.

Key responsibilities include:

1. Provide first line management to staff, including, but not limited to, training and developing, managing performance and daily operations, supporting wellbeing in line with the relevant force policies and procedures.
2. Monitor the effectiveness of the team, including auditing any relevant systems, processes and information. Review and interpret performance data to ensure the most appropriate use of resources, to identify areas of improvement and any specific training requirements.
3. Where necessary, for resilience within your team, meet with each offender to complete a needs-based assessment, identifying any specific areas which may be contributory to the offender's behaviour.
4. Where necessary, for resilience within your team, utilise the needs-based assessment and the organisational framework of available conditions, assign appropriate rehabilitative and reparative conditions for the offender.
5. Where necessary, for resilience within your team, administer to members of the public the Conditional Caution (diversionary or community caution) (with delegated powers) and obtain agreement of the offender to adhere to the conditions, clearly explaining the expectations/requirements.
6. Where necessary, for resilience within your team, take biometric samples (fingerprints and DNA samples) from those offenders who have received their Conditional Caution without having had their biometrics taken.
7. To ensure that the Out of Court Disposal Team are kept up-to-date with case progressions in a timely manner.
8. To breach offenders who fail to engage with or complete the conditions, liaising with the Officer in the case to seek prosecution.
9. Represent your wider team and the aims and objectives of the drug possession pilot at local, regional and national forums as a subject matter expert, including deputising for your manager as/when required.
10. Provide appropriate, effective and efficient support and specialist advice to both internal and external stakeholders in relation to the processing of outcomes for the drug possession pilot.
11. Build, maintain and develop positive and effective working relationships with internal and external stakeholders, collaborating with partnership agencies, especially public health Partners, to build trust in Hampshire and Isle of Wight Constabulary and the wider Criminal Justice System.
12. Develop a specialist knowledge of relevant systems, policies and legislation and ensure compliance with those relevant to your business area.
13. Actively participate in meetings relating to your business area, providing relevant information and advice to internal and external stakeholders, ensuring the progression of any resulting action(s).
14. Manage and support the in-force implementation of legislative, programme and organisational changes, influencing and ensuring that any changes are communicated effectively, and specialist advice and support is sought as required.
15. Manage any relevant recording within IT systems, ensuring compliance by yourself and your team with Data protection, systems use and managing information force direction. To be responsible for escalating any inefficiencies as they are identified within the process(es).
16. To keep accurate and detailed records of all decisions, contact and other relevant information.
17. To give regular and effective service.

18. To take on a mentoring and supportive role to other staff joining the team when required.
19. To deliver training and development deemed appropriate.
20. To give regular and effective service.
21. To undertake and maintain competence with any appropriate safety training.

Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire 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.

Short notice shift / location changes may occur for which the appropriate recompense will be paid. There is no requirement to wear a uniform.

To have a high level of resilience when working in challenging environments and dealing with vulnerable and confrontational individuals.

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.

CVF Recruitment Competencies

[We are Emotionally Aware](#) Level 2
[We Take Ownership](#) Level 2
[We are collaborative](#) Level 1
[We Deliver, Support and Inspire](#) Level 2
[Transparency](#)

Education/Qualifications

QCF Level 3 (2-3 passes) or work experience deemed to have brought the postholder to a comparable level.

Desirable Qualifications in a legal or policing related field.

Skills/Experience

Essential:

Proven managerial/supervisory experience, with practical experience of problem solving, effective decision making, and the supervision of work, resources and the resolution of HR issues.
Effective written and verbal communication skills.
Proven experience with use of computerised systems.

Desirable

Previous experience working within a policing and/or criminal justice environment

Experience in using complex record management systems.

Underpinning Values	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	Resolute, compassionate and committed		
	We are Emotionally Aware	Level 2	
	We Take Ownership	Level 2	
	Inclusive, enabling and visionary leadership		
	We are collaborative	Level 2	
	We Deliver, Support and Inspire	Level 2	
	Intelligent, creative and		

	informed policing		
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level 2	
	Impartiality		
	Integrity		
	Public Service		
	Transparency		