



Role Profile

Role Profile Part 1			
Role title	Professional Development and Assessment Constable	Grade/Rank	Police Constable
Dept/Area	Netley, Portsmouth, Basingstoke	Vetting Level	CTC RV
Responsible to	PDAT Sergeant(s)	Staff line managed	
Reviewed by (Line Manager)		Date	
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 officers.		
Key Accountabilities	Student Development 1. Act as Assessors in relation to evidence gathering and assessment procedures to comply with the professional qualification requirements. 2. Visit student officers at their stations, carrying out progress checks and assessing their performance and ability with an eventual view to confirmation, acting in accordance with the assessment strategy for different qualification schemes. 3. Discuss reports with student officers on an individual basis and advise on developmental or training needs and ensure an appropriate response to them. Undertake record keeping in relation to individual development and ensure that learners keep appropriate records to demonstrate their development. 4. Deal promptly and effectively with all administration relating to Student Officers. 5. Liaise with coaches during the coaching phase, to ensure a smooth transition to independent status. 6. Ensure that all student officers are treated fairly and ethically, according to their needs and where necessary advise on any reasonable adjustments measures to assist with their development, consultation with the FICTAA will be necessary.		



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	7. Provide support for the IDP process, giving advice to PDAO's and local line managers in creating, implementing and monitoring the progress of development and attendance plans for student officers to assist them and their supervisors. Instigate IDP procedure if necessary with the support of local leaders and the HEI (as appropriate) Special Constables 10. To assess and monitor development of student Special Constables in regards to their OneFile until Independent patrol status has been achieved. 11. To provide guidance, support and action any performance or attendance management issues. 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	To be based as required. Hours of duty will meet task needs and are flexible in order to meet patrols with student officers as dictated by the schedule of visits. Overtime may be required. The role holder may be required to visit various locations within Hampshire and the Isle of Wight. Role and responsibility may be subject to change during this time with the development of the new Police Constable Degree Apprenticeship (PCDA). Will be required to work towards a Level 3 award in Assessing Competence in the Workplace Environment (QCF)



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Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.

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: Competent Constable		
	Desirable: A nationally recognised training & development qualification (Min Level 3). Assessing Competence in the Work Environment Level 3 Award		
Experience and Skills	Essential: Post probation plus a minimum of 3 years local policing experience (P&N/R&P) within the preceding 3 years		
	Completed mandatory PST, EFA and e-Learning including annual DSE, Fire Safety and up to date CPD.		
Approved by People Services	Desirable: Mentoring or coaching experience.		
	Recent working knowledge of core policing.		
		Date	



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Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 2	
	We Take Ownership	Level 1	
	We are collaborative	Level 1	
	We Support and Inspire	Level 2	
	We Analyse Critically	Level n/a	
	We are Innovative and Open Minded	Level 2	
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.		