



SUFFOLK CONSTABULARY

JOB DESCRIPTION

Post: PCSO
Grade: Band D **Job Evaluation Ref:** JE64
District/Department: County Policing Command
Sector/Section:
Location: Various Locations
Reporting to: Sergeant

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

The PCSO role will be responsible for exercising day to day operational delivery of community based and partnership collaborated work. Front line support for key themes within the Safer Neighbourhood team and partnership collaborative work.

2. Main activities of the role *(This list is not exhaustive)*

- Responsible for the operational delivery of community based and partnership collaborated work.
- Provide visible liaison and support to partners, working to break down community barriers and improve relationships particularly with vulnerable communities.
- Working with internal and external partners to identify and address community concerns and safeguarding issues linked to threat harm and risk including those causing high demand on policing within area of business.
- Develop a structured response plan utilising a problem solving approach to ensure partner agencies are actively involved in reducing both risk of harm from crime and repeat demand on services.
- Enhance public reassurance through the provision of a high visibility presence including attendance at relevant partner meetings as required.
- Work proactively with the SNT and key stakeholders to support colleagues with best practice and making suggestions for change as a dedicated contact across associated area of business.
- Participate in the preparation and facilitation of recruitment and training events where applicable.
- Obtain and compile simple statement/case files.
- Maintain organisational professional standards and adhere to the Police Staff Standards of Professional Behaviour.
- Any other duties commensurate with the role and grade as may reasonably be requested by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within Suffolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.
- e) The post holder will be required to wear the uniform provided in accordance with uniform standards
- f) This post has powers designated by the Chief Constable

PERSON SPECIFICATION

Post: PSCO

District/Department: County Policing Command

Location: Various Locations

Essential Criteria

1. Excellent verbal and written communication skills with the ability to communicate effectively with a wide range of different audiences both internally and externally whilst building and maintaining effective partner relationships.
2. Demonstrate effective early intervention and problem solving skills
3. Proven ability of working independently and collaboratively as part of a team including partnership and community working.
4. Evidence of using own initiative to meet deadlines with a high level of flexibility, integrity and motivation.
5. Good keyboard skills with a working knowledge of Microsoft Office Suite and internet based systems.
6. Ability to travel within Suffolk as required.
7. Ability to work flexibly on a shift pattern which may include weekends and bank holidays.
8. Ability to undertake the physical demands of the role including long walking patrols and undertake low risk Personal Safety Training.
9. Full driving licence with the ability to drive force vehicles as required

Desirable Criteria

1. Previous experience of working with the public.