

**HUMBERSIDE POLICE  
ROLE REQUIREMENT**

<b>ROLE TITLE</b>	<b>POST REF No.</b>	<b>HMI No.</b>	<b>CATEGORY</b>
Community Cohesion Officer			
<p><b>OVERALL PURPOSE OF THE ROLE</b></p> <p>Community based officer working in partnership with Local Minority Groups to promote trust and confidence in the police service. Encouraging good communication and continued feedback to create an enhanced understanding of their different needs.</p> <p>Assisting the organisation in providing an enhanced service to minority groups through contact and development of internal systems and procedures.</p> <p>Maintain high visibility policing and provide a response to calls for service where specialist knowledge would assist officers in delivering an enhanced service.</p>			
<p><b>MAIN TASKS</b></p> <ol style="list-style-type: none"> <li>1. Provides practical advice and assistance to all divisional staff in respect of community and race relations. Offering guidance to officers investigating offences against members of minority groups.</li> <li>2. Maintains a system of monitoring information in respect of incidents and critical issues, which affect minority groups in the city. Using the data when necessary to create actionably Intelligence packages for use by operational resources.</li> <li>3. Prepares Community Impact Assessments in respect of critical incidents, which could have a significant affect on community tensions and policing in the city and elsewhere.</li> <li>4. Prepares and submits the monthly Community Cohesion Reports based on the NCTT format, for the Divisional Management Teams and the Community and Race Relations Officer.</li> <li>5. Monitors the submission of form 574 (Racial/Homophobic Incidents), third party reporting and environmental scanning to develop an enhanced understanding of the issues that affect minority groups.</li> <li>6. Liaises with Local Intelligence Staff and Partners to identify Repeat Suspects and advises the divisional Neighborhood Beat Officer to actively seek non-conviction based Anti-Social Behavior Orders.</li> <li>7. Increases community safety and reduces the fear of crime by disseminating information to relevant agencies and forums to assist in a problem solving approach to tackling issues effecting community cohesion.</li> <li>8. Promotes pro- actively liaison with minority groups and individuals in the city and actively</li> </ol>			

seeks out 'hard to reach groups' to promote interaction with Humberside Police. Acts as a point of contact to ensure effective communication links are developed and maintained, thereby providing reassurance.

9. Develops systems internally for staff to fully understand their roles in providing an enhanced service to minority community groups and individuals.
10. Represents the Division and Humberside Police working in partnership with external organisations to ensure the aims of each can be achieved within the framework of community cohesion.
11. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**This job description is a management document and therefore subject to change.**

## RESPONSIBILITY

The post holder is responsible for:

- The collation, analysis and evaluation of information and intelligence in relation to minority groups.
- Ensuring the relevant reports are sent out in a timely manner to the respective teams and personnel.
- Providing advice to others and relevant parties about issues involving minority groups.
- Research/investigation of issues involving minority groups.
- Developing and maintaining communication links with minority groups.
- Citizen focussed policing means reflecting the need and expectations of individuals, colleagues and partnerships in decision making, service delivery and practice.  
The post holder is responsible for meeting the needs and expectation of individuals by providing appropriate help and advice, taking all concerns seriously and explaining what will be done to address them, including whether or not any further actions will be taken and why.
- Providing a role model for staff in the setting and maintenance of high standards in relation to equal opportunities, ensuring that any forms of bias, unethical behaviour and/or discriminatory practices are confronted and dealt with in the appropriate manner.

## DECISION MAKING

The post holder will be expected to exercise judgement in making a range of day to day decisions with regard to the main tasks and exercise judgement relating to actionable intelligence/information.

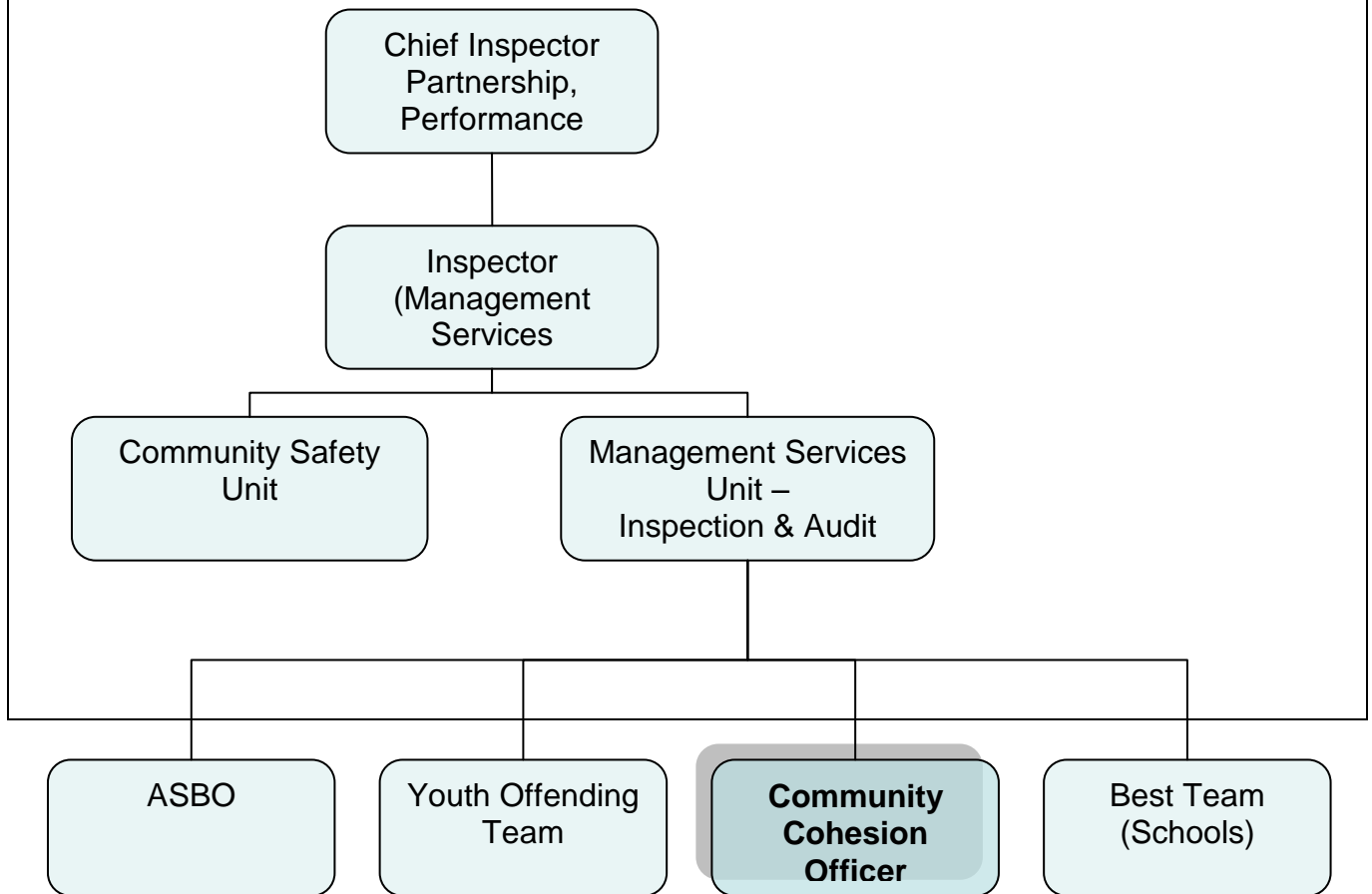
Supervision is readily available when issues of a serious nature arise.

Weigh up situations, draws logical conclusions from the information available, use judgement to identify the best available option and takes or recommends a course of action, which achieves the desired result within appropriate time scales.

NOT PROTECTIVELY MARKED

--

## POSITION IN THE DEPARTMENTAL ORGANISATION



NOT PROTECTIVELY MARKED  
**PERSON SPECIFICATION**

	Essential	Desirable
<b>Age/Service/Rank</b>	Is of the rank of Constable and has successfully completed a 2 year probationary period.	
<b>Desired character Traits</b>	Has the ability to complete with the minimum of supervision. Shows willingness to help others.	Is able to use imagination to suggest different approaches and new ideas. Is alert with an enquiring mind.
<b>Monitoring Personal Performance</b>	Shows a high level of commitment. Friendly and approachable with a willingness and ability to assist in the development of others.	Is aware of any shortfall in own or others performance and takes appropriate action accordingly. Recognises the symptoms of stress within themselves and others and how it effects the way they perform.
<b>Communication and Relationships with Others</b>	Speaks clearly in a manner appropriate to the audience and in a way that those listening can understand. Is active in creating and developing positive co-operative relationships inside and outside the organisation.	Demonstrates the ability to work productively as part of a team. Is active in creating positive relationships with others, is diplomatic and can deal with people in delicate, tense or frustrating situations.
<b>Investigations</b>	Is able to effectively collate, analyse and evaluate complex information to reach well reasoned conclusions.	Is able to utilise a variety of questioning styles in order to elicit information from others.
<b>Knowledge</b>	Has a knowledge of community structures and problems affecting the policing	Is aware of key organisations and individuals within the local community.
<b>Decision Making, Problem Solving, Planning</b>	Has the ability to identify and take appropriate action objectively justifying decisions and recommendations made. Sets objectives in relation to workload and able to plan and prioritise accordingly	Has the ability to identify and take appropriate action objectively justifying decisions and recommendations made. Demonstrates initiative and resourcefulness within the local community.
<b>Practical Effectiveness</b>	Displays a positive and realistically confident approach	Demonstrates initiative and resourcefulness in a range of situations.
<b>Management Skills</b>		
<b>Citizen Focus</b>	A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.	
<b>Respect for Race and Diversity</b>	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.	

NOT PROTECTIVELY MARKED

--	--	--

NOT PROTECTIVELY MARKED

	Signature	Designation	Date
Prepared by :	xxxxxxxxxxxxxxxx	Resourcing Officer	22 <sup>nd</sup> May 2006
Confirmed by :			
Received by :			

**This job description is a management document and therefore subject to change**