



JOB PROFILE

Post Title	Inspector (Ascension Island Detachment)
Directorate	Policing
Responsible to	Chief of Police, St Helena Police Service
Responsible for	1 x Sergeant 4 x Constables Special Constables
Grade	

Job Purpose

Responsible for the management of all aspects of day to day policing on the island of Ascension, including planning, management and command of Police Operations. To undertake the role of emergency planning Officer for Ascension Island.

Key Tasks

1. To protect life and property and work with all partners and stakeholders to ensure that Ascension Island is a safe and secure environment
2. Working with key partners and stakeholders to maintain and enhance community engagement and Neighbourhood Policing on Ascension Island.
3. Ensuring that standards are maintained and that the service is in line with the Directorate's values and ethical standards.
4. Performance management of police operations including public satisfaction.
5. Develop practices and policies and provide mentoring and coaching with regard to policing skills.
6. Manage a team of Police Officers and staff ensuring that an appropriate standard of training and competence is in place.
7. To undertake the role of Immigration Officer as required, working together with the Chief Immigration Officer.
8. To undertake the role of emergency planning officer for Ascension Island, maintain and develop the emergency plan for Ascension Island and lead the Ascension Island Resilience Forum.



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Key Responsibilities

1. **Operational;** ensuring the safety of the public, other agencies and Police officers during dynamic policing operations. The management of all policing incidents and crime on Ascension Island.
2. **Executive;** responsible for the operational policing within the Directorate including staff, fleet equipment, recruitment and the management of the Policing budget.

Core Competencies

As per attached

Special Conditions

- Working on Call
- Working unsociable hours
- Working across the 24 hour period as required
- Flexible approach to working hours
- Living on a small island, with limited amenities

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



PERSON SPECIFICATION

Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
Qualifications				
Qualified (by examination) to the rank of Inspector	D	✓		
Skills & Abilities				
Basic statistical analysis	E	✓		
Will need to have excellent written skills for the completion of key reports and documents to all levels of AIG/SHG and the Directorate.	E		✓	✓
Ability to be clear, concise and accurate verbally when in command of complex policing operations, briefing officers or dealing with the community.	E		✓	
Excellent interviewing and negotiating skills	E		✓	
Good presentation skills	E		✓	✓
Good project planning and management skills	E	✓		
Good people management skills with the ability to relate to all types of people in difficult and sensitive situations	E	✓		
Good financial management skills	E		✓	✓
Experience				
Broad police experience including the command and	E	✓	✓	



PERSON SPECIFICATION

management of incidents				
Broad experience of managing staff, investigating complaints and recruitment	E	✓	✓	
Investigation of crime and other related issues	E	✓	✓	
Experience of working with other organisations and/or partner organisations within the confines of an international treaty	D	✓	✓	
Core Competencies (As per attached)				
Job Competencies Sound knowledge of Police Service Ordinance and relevant Police and Immigration related legislation	E		✓	
Personal attributes Highly self-motivated	E	✓	✓	
Excellent team player	E	✓	✓	
Ability to apply objective judgement	E	✓	✓	
Responsive to change	E		✓	
Innovative and creative	E	✓	✓	
Tactful and approachable but assertive manner	E	✓	✓	



PERSON SPECIFICATION

Operationally and Fully Competent Leaders

Inspectors and equivalent grades:

As well as meeting the fully competent requirements for Sergeant and equivalent grades in the relevant discipline, Inspector and equivalents are expected to display the following personal qualities.

*To meet operationally competent requirements those personal qualities in regular typeface need to be routinely demonstrated. Regularly demonstrating those qualities in **emboldened print** in addition to those in regular typeface meets the requirement for fully competent recognition.*

Leading Change

- Being positive about change
- Adapting rapidly to changing circumstances and encouraging flexibility in others.
- Identifies and implements improvements to service delivery
- Finds more cost-effective ways to do things
- **Engages people in the change process and encouraging them to contribute ideas**
- **Takes an innovative approach to solving problems**
- **Considers radical alternatives to accepted solutions**

Leading people

- Inspires people to meet challenging goals
- Gives direction and states expectations clearly.
- Motivates staff by giving genuine praise, highlighting success and recognising good performance.
- Gives honest and constructive feedback to help people understand their strengths and weaknesses
- Provides development opportunities
- Encourages staff to take on new responsibilities.
- **Talks positively about their own service area, creating enthusiasm and commitment**
- **Invests time in developing people by coaching and mentoring them**
- **Maintains momentum of change**

Managing performance

- Effectively manages competing priorities with available resources
- Takes a planned and organised approach to achieving objectives defining clear timescales and outcomes



PERSON SPECIFICATION

- Identifies opportunities to reduce costs and ensure maximum value for money is achieved
- Delegates responsibilities appropriately
- Monitors progress and holds people to account for delivery
- Highlights good practice and effectively addresses underperformance.

- **Translates strategy into specific plans and actions**
- **Demonstrates forward thinking, anticipating and dealing with issues before they occur**
- **Empowers others to make decision**

Professionalism

- Acts with integrity, in line with the values and ethical standards of the Directorate
- Acts on own initiative to address issues, showing energy and determination to get things done
- Takes ownership for resolving problems
- Demonstrates courage and resilience in dealing with difficult and challenging situations.
- Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge.
- Remains calm and professional under pressure
- Defuses conflict and is prepared to take control when required.

- **Prepared to make unpopular decisions.**
- **Upholds professional standards, acting as a role model to others and challenges unprofessional conduct or discriminatory behaviour**

Public Service

- Demonstrates a real belief in public service, focussing on what matters to the public and what best serves their interests.
- Identifies the best way to deliver services to different communities
- Builds public confidence by actively engaging with different communities partners and stakeholders

- **Understands partners perspectives and priorities**
- **Works collaboratively with partners to deliver the best possible overall service to the public.**
- **Ensures that all staff understand the expectation, changing needs and concerns of different communities and strive to address them.**