



ROLE PROFILE

| | | |
|------------------------|---------------------------------------|----------------|
| Post Title: | PSD Meetings & Hearings Officer | |
| Grade: | LC6 | JE:1744 |
| Location: | Professional Standards Department, HQ | |
| Responsible to: | Professional Standards Team Leader | |

Job Purpose:

To be responsible for the management and co-ordination of all misconduct hearings and meetings and ensure compliance with regulations, policies, procedures, and national guidance in respect of misconduct matters, ensuring an effective timely service delivery.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Responsible for the organisation and management of all misconduct meetings and hearings for Lancashire Constabulary in line with the Police Staff Misconduct Procedures and the Police Conduct Regulations.
- To act as the impartial link between the Appropriate Authority, Panel and Subject ensuring compliance with disclosure requirements, timescales, regulations and procedures.
- Responsible for drafting the Regulation 21 misconduct allegations for approval by the Team Leader.
- To communicate confidently and professionally with all stakeholders including, Legal Representatives, Federation, Unison, Subject officers/staff, CPS, IOPC, PCC, AA, Legally Qualified Chairs, Chief Officer Team, Witnesses and Members of the Press in a variety of formats.
- To maintain strict confidentiality at all times having due regard for the sensitive nature of the work and data protection requirements.
- Responsible for preparation of disclosure bundles for the meetings and hearings and ability to identify relevant evidence.
- Responsible for the organisation and management of case conferences in relation to misconduct proceedings.
- Assist the Team Leader in the analysis and provision of performance data in relation to

misconduct proceedings.

- To identify themes, trends and lessons learnt from all misconduct proceedings and collate for circulation and publication.
- Responsible for notifying CPS of suspended officers in line with Chapter 18 of the Disclosure Manual.
- To undertake all case management duties utilising the case management system Centurion, ensuring accurate and up to date records are maintained.
- Responsible for collating and inputting Staff TAINs onto the case management system.
- Responsible for notification to the College of Policing for entry on the Barred and Advisory lists.
- Demonstrate a strong personal commitment to delivering and achieving value for money, whilst providing high quality service
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

| Behaviour | Level | To be Identified by |
|--------------------------|-------|---------------------|
| We are emotionally aware | 1 | Interview |
| We take ownership | 1 | Interview |

Inclusive, enabling and visionary leadership

| | | |
|---------------------------------|---|-----------|
| We are collaborative | 2 | Interview |
| We deliver, support and inspire | 1 | Interview |

Intelligent, creative and informed policing

| | | |
|-----------------------------------|---|-----------|
| We analyse critically | 1 | Interview |
| We are innovative and open minded | 1 | Interview |

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

| Values : | |
|---|---------------------|
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. | |
| Integrity | Impartiality |
| Public Service | Transparency |

| Knowledge / Experience | | |
|---|---|--|
| Essential | Desirable | To be identified by |
| Knowledge of the Police Staff Misconduct Procedure and Police Conduct Regulations | | Application Form / Interview |
| Experience of working on own initiative, identifying problems, developing solutions and taking appropriate timely action to resolve them. | Knowledge of disclosure practice and procedure | Application Form / Interview |
| Experience of maintaining strict confidentiality using tact and diplomacy where applicable | Experience of interpreting legislation to provide organisational guidance | Application Form / Interview |
| Experience of developing positive working relationships with internal and external stakeholders | | Application Form / Interview/ Assessment |
| Experience of producing accurate written reports, demonstrating a high level of attention to detail. | | Application Form / Interview |
| Experience of organising, arranging and managing effective large scale meetings | | Application Form / Interview/ |
| Experience of working effectively as part of a team. | | Application Form / Interview |
| Experience of interrogating computer systems to produce reports and management information. | | Application Form / Interview |
| Experience of using Microsoft Software Applications, including MS Office – Word, Excel, PowerPoint | | Application Form / Interview |
| Experience of inputting, | | |

| | | |
|--|--|---|
| updating and maintaining computerised and manual filing/recording systems. | | Application Form / Interview |
| Demonstrate self-motivation and willingness to develop self within the role | | Application/Interview |
| Demonstrate a history of continuous professional development | | Interview |
| Understanding of the requirements of the Data Protection Act, confidentiality and the “need to know” principle | | Interview |
| Other | | |
| An acceptable level of sickness absence in accordance with the Constabulary’s Attendance Policy. | | Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants |
| Appointment to this post is subject to an enhanced level of vetting | | Vetting Process |
| Full Driving Licence and willingness to travel on Constabulary business | | Application Form/Interview |

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: December 2018