



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 TAINTs 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