



Falkland Islands Government – Job Description

Job Title:	Police Sergeant (Operations)		
Department:	Emergency Services & Island Security	Section:	Royal Falkland Islands Police (RFIP)
Reports to:	Inspector		
Grade:	Falkland Islands Government Grade – D1		

Overall Purpose of the Role:

Assist the Inspector in managing the day-to-day operation of the Royal Falkland Islands Police Service, by providing energetic, visible, accessible and effective supervision in order to ensure the delivery of an excellent quality of service to the community and to achieve the aims of the departmental Business Plan and the Islands Plan. To embed a strong community based approach to policing the islands.

Provide operational, administrative and training support.

Coordinate and control the routine work of the operational staff.

Key Role Activities:

Ensure that best value is made of all operational and support resources:

- ❖ To preserve the peace, maintain law and order, apprehend offenders, protect life and property, and generally assist the public.
- ❖ To carry out the duties of a Sergeant and supervise the RFIP in the following areas:

Personnel Matters

- ❖ Promote and maintain high standards of discipline and professionalism throughout the Service, both amongst officers and staff and demonstrate strong leadership.
- ❖ Promote and maintain a high level of morale and monitor the wellbeing of all staff managing staff performance in accordance with policies and procedures.
- ❖ Manage and undertake key operational tasks. Prepare and submit reports to the Inspector and Chief Police Officer as and when required.
- ❖ Assist RFIP with recruitment and selection processes.
- ❖ Develop training pathways to enable the continuous professional development of all staff and personally support staff through appropriate areas.
- ❖ Be responsible for ensuring all staff have up-to-date personal development plans.

Operational Matters

- ❖ Be responsible for the duty management system ensuring duty rosters are prepared and there are sufficient officers on duty to deliver an effective police service.



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Key Role Activities: *continues*

- ❖ Make recommendations to the Chief Police Officer to authorise licences (including import/export) under the Firearms & Ammunition Ordinance and conduct quarterly audits of returns submitted by authorised dealers as required.
- ❖ Supervise, as well as manage investigations and contribute to the intelligence functions with the following responsibilities:
 - Become proficient in using RFIP's command and control system – Overseas Territories Regional Criminal Intelligence System.
 - Supervise and act as gatekeeper for all crime and process reports submitted by officers and ensure sufficient/appropriate resources are allocated to investigations;
 - Provide technical advice and support to investigating officers as necessary;
- ❖ Oversee the progress of all inquiries;
- ❖ Perform the duties of incident commander or other role in the event of a major, critical, or specialised incident, (including exercise/training) as and when required by the Chief Police Officer i.e. perform the role of Coroners Officer.
- ❖ Attend Child Protection meetings as the police representative.
- ❖ Support and cover the Inspector post as required.
- ❖ Perform duties on a rota to assist, support and supervise duty personnel.
- ❖ When on call to carry out reviews on all detained persons in accordance with the Criminal Procedure and Evidence Ordinance Bill 2014.
- ❖ Undertake such other duties as may be reasonable required by the Chief Police Officer.

Administrative Matters

- ❖ Ensure that all maintenance tasks are properly carried out and that defects in any vehicle, equipment or police property is corrected without delay.
- ❖ Be responsible for the provision and issuing of police clothing and equipment.
- ❖ The job holder is required to understand, interpret and apply the criminal and associated administrative law of the Falklands Islands.
- ❖ The job holder is required to maintain currency in relation to new or supplementary legislation, and ensure that this is passed onto and understood by those in the postholders command.



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Key Role Activities: *continues*

- ❖ Prepare all charges and information briefs as agreed with the Attorney General's Chambers and assist and support them in the prosecution of criminal cases in the Magistrate's and Supreme Courts.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

There is a requirement for the post holder to work on a rotating shift pattern and on call unless varied by the Chief Police Officer which will mean working unsociable hours, including weekends and public holidays and must be available in the event of a major incident if on the Falkland Islands. For this the post holder will receive a Sergeants allowance. The post holder will be required to wear the full police uniform of the Royal Falkland Islands Police in the rank of Sergeant.

Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Police Sergeant (Operations)		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience:			
A substantive Sergeant or had very recent evidence of experience as acting/temporary Sergeant for 3 to 5 years.	✓		A/I
Experience of managing operations and investigations successfully.	✓		A/I/R
Proven evidence of frequent constructive interaction with people from all backgrounds.	✓		A/I/R
Proven leadership, management and good motivational skills and abilities.	✓		A/I/R
Proven ability to work effectively on own initiative and as a member of a disciplined team.	✓		A/I/R
Proven record in dealing with problems quickly and efficiently.	✓		A/I/R
Ability to produce reports for senior management and Elected Members drawing in different information sources and respecting confidentiality.	✓		I/R
Ability to ensure that all local ordinances are applied and other relevant criminal law is being interpreted and applied correctly.	✓		I/R
Demonstrates a flexible attitude towards learning new legislation and techniques.	✓		A/I
Strong interpersonal skills and good communication skills, (both verbal and written).	✓		A/I
Solid presentation and verbal reasoning skills.	✓		I/R
Experience of Community Policing.	✓		A/I/R
Good numeracy skills.	✓		A/R
Good IT and keyboard skills.	✓		A/I
Knowledge of the Falkland Islands criminal justice system and police organisation and structure, including IT systems.		✓	A
A track record of working successfully in a complex political and stakeholder environment.		✓	A/R
Good geographic knowledge of Stanley and the Falkland Islands.		✓	A/I/R
Experience of managing projects successfully.		✓	A/I/R
Personal Attributes:			
Strong ethical leader.	✓		I/R
Good motivational skills and abilities.	✓		I/R



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Personal Attributes: <i>continues</i>			
Ability to think innovatively and implement change.	✓		I/R
Keen observational skills, an eye for detail and a methodical approach to work.	✓		I/R
Recognised ability to cope with unpleasant and distressing situations.	✓		I/R
Well organised with the ability to be responsible for and deliver on, a range of different tasks simultaneously.	✓		I/R
Able to deal credibly with members of the community, the general public and Elected Members.	✓		I/R
Qualifications and Training:			
Good general education (GCSE/CSE/O level or equivalent in Maths & English).	✓		A
Be qualified in the rank of Sergeant, having passed the RFIP constable- sergeant promotion process or a UK or overseas equivalent.	✓		A/I
Hold a full driver's licence, (being able to drive both manual and automatic vehicles).	✓		A
Recognised Supervisory or Managerial Qualification(s).		✓	A
Operational Skills (Firearms, Public Order, Custody).		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of Assessment:

A - Application Form I - Selection Interview R - Reference