



Sergeant (Operations) Job Description

Job Title:	Sergeant (Operations)		
Department:	Emergency Services & Island Security	Section:	Royal Falkland Islands Police
Reports to:	Inspector		
Job Purpose			
<ul style="list-style-type: none">Assist in managing the day-to-day operation of the Royal Falkland Islands Police, by providing visible, accessible and effective supervision in order to ensure the provision of an excellent quality of service to the community and the achievement of the aims of the departments Business Plan and the Islands Plan.Provide operational, administrative and training support.Coordinate and control the routine work of the operational staff.			
Main Accountabilities:			
<p>Ensure that best value is made of all operational and support resources;</p> <ul style="list-style-type: none">To achieve the preservation of the peace, the maintenance of law and order, the apprehension and guarding of offenders, the protection of life and property, and generally assist the public.To carry out the duties of a Sergeant and supervise the force in the following area’s: <p>Personnel Matters</p> <ul style="list-style-type: none">Promote and maintain a high standard of discipline and motivation throughout the force, both amongst officers and support staff.Promote and maintain a high level of morale and monitor the welfare of all officers and support and managing staff performance in accordance with Policies and procedures.Manage and undertake key operational issues and prepare and submit reports to the Chief Police Officer and/or His Excellency the Governor, as and when required.Assist with Force recruiting and selection processes.Coordinator training by arranging courses for all in house training and making arrangements for selected officers to attend specialist training courses in the Islands and overseas as required.Be responsible for ensuring all staff have up to date personal development plans			



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Main Accountabilities: <i>(continued)</i>	
Operational Matters	
<ul style="list-style-type: none">• Be responsible for the duty management system ensuring duty rosters are prepared and there are sufficient officers on duty to deliver an effective police and prison service.• Authorise licences (including import/export) under the Firearms & Ammunition Ordinance and conduct quarterly audits of returns submitted by authorised dealers as required.• Supervise and support the recording of criminal records & contribute to the intelligence functions with the following responsibilities:<ul style="list-style-type: none">▪ Become proficient in using the forces command and control system – Overseas Territories Regional Criminal Intelligence System▪ Check all crime and process reports submitted by officers and ensure sufficient/appropriate resources are allocated;▪ 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 Committees as the police representative.• Support and cover for the Sergeant (Investigations) post as required.• Be on call at short notice 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	
<ul style="list-style-type: none">• 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 of police clothing and equipment.	



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Main Accountabilities: *(continued)*

- **Administrative Matters continued**
- The job holder is required to understand, interpret and apply the Criminal ad associated Administrative law of the Falkland 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.
- 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 one Saturday per month on an evening shift (either 6pm-2am or 7pm-3am) unless varied by the Chief Police Officer or Head of Service and this will be compensated with time off in lieu. The post holder may be required to work during 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:	Sergeant (Operations)		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
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
Hold a full drivers licence, (being able to drive both manual and automatic vehicles)	✓		A
Recognised Supervisory or Managerial Qualification(s)		✓	A
Operational Skills (Firearms, Public Order, Negotiation)		✓	A
Knowledge, Skills and Experience:			
Minimum of 5 years recent experience of being a substantive Sgt or a temporary/acting Sgt over a significant period	✓		A/I
Experience of managing operations successfully.	✓		A/I/R
Proven evidence of frequent constructive interaction with people from all backgrounds	✓		A/R
Experience of working in a reactive environment.	✓		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
Ability to produce reports for senior management and elected Members drawing in different information sources and respecting confidentiality.	✓		A/I/R
Ability to ensure that all local Ordinances and applied other relevant criminal law is being interpreted and applied correctly.	✓		I/R
Solid presentation and verbal reasoning skills.	✓		I/R
Good numeracy skills	✓		A/I/R
Proven record in dealing with problems quickly and efficiently.	✓		I/R
Strong interpersonal skills and good communication skills, (both verbal and written).	✓		I/R
Demonstrates a flexible attitude towards learning new legislation and techniques.	✓		I
Good IT and keyboard skills.	✓		I/R



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Person Specification:	Sergeant (Operations)		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience: (<i>Continued</i>)			
Possess a comprehensive knowledge of all relevant Criminal and Administrative Law and Procedure and their application in the Falkland Islands		✓	A/R
Knowledge of the Royal Falkland Islands Criminal Justice system and Police organisation and structure, including IT systems.		✓	A/R
A track record of working successfully in a complex political and stakeholder environment.		✓	I/R
Crime Investigation Skills.		✓	I/R
Good geographic knowledge of Stanley and the Falkland Islands.		✓	A/I/R
Experience of managing projects successfully.		✓	A/I/R
Personal Attributes:			
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
Ability to think laterally and creatively to generate novel but realistic solutions.	✓		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 and general public.	✓		I/R
Able to liaise well with the media locally	✓		I/R
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