



Derbyshire Constabulary

Job Description

INTEGRITY

RESPECT

PERFORMANCE

RESPONSIBILITY

INNOVATION

Closing Date	Midday, Tuesday 27th May 2014 <i>Please note late applications will not be accepted</i>
HR Service Centre Contact	Vanessa Murfin Tel: Internal 733 1001 External 0300 330 1 330
Role Title	Wildlife Coordinator - Two Year Fixed Term Contract
Grade and Salary	Grade I (£26,658 - £32,547) Successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply.
Hours	37
Suitable for job share or part time	Yes
Department or Division	Crime Support
Location	Force HQ
Post Reports to	Detective Inspector – Force Intelligence Bureau
Other Considerations	Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK. All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy

Please note that applicants who are currently or who may be in the future subject to the terms and conditions of the Re-organisation, Redeployment and Redundancy policy (internal Police Staff policy) will be prioritised in the process should they choose to apply.

EQUALITY COMMITMENT

Derbyshire Constabulary is committed to equality and welcomes applications from suitably qualified people from all sections of the community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

Derbyshire Constabulary has been awarded the Work Life Balance standard and can offer a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

Purpose and Description of Role:

To enforce the Wildlife and Countryside Laws by providing direction, support and guidance to Police Officers, other agencies and individuals.

Specific Role Responsibilities:-

- To co-ordinate Police Wildlife Officers
- To provide guidance and advice to Police Officers, agencies, individuals and planners on matters concerning Wildlife and Countryside
- Provide strategic point of contact for Force, Partners, local, regional and national
- Provide strategic point of contact for the National Wildlife Unit
- To monitor and share intelligence and information with police officers/staff and Law Enforcement Agencies
- Working in partnership with leadership teams contributing to the development of the business areas agenda and strategic plans
- Manage operations, which includes planning, organising and overseeing warrants
- Arrange, deliver and co-ordinate training
- Review and maintain external and internal media
- Liaise and co-ordinate of "Farmwatch" and various relevant watch schemes
- Quality assure incidents – reported and dealt with
- Quality assure intelligence submissions
- Co-ordinate and organise meetings in connection with the Strategic Governance Board
- To raise the profile of wildlife and countryside issues within Derbyshire Constabulary area
- Provide evidential statements for prosecution files and give evidence in Court.
- To uphold the Force's Values of Performance; Innovation; Responsibility; Respect; Integrity

Work/Business contacts

Internal: All police personnel.

External: Wildlife and countryside groups, central/local government agencies, environmental protection groups.

Skills & Experience required:-**Essential:**

- Demonstrate a detailed knowledge of wildlife and countryside law and issues
- Ability to develop effective working relationships with senior stakeholders in key business areas internal and external
- Translation of National/force wildlife strategy to local strategic plans
- Ability to understand and interpret legislation
- Competence in computer software applications e.g. Microsoft Office products
- Ability to present and facilitate training events

Desirable:

- Previous work in a law enforcement specialist role
- Experience of gathering intelligence and the interpretation and analysis of data

Please use the attached application form to register your interest in this role. CV's will not be accepted but additional sheets can be attached to the application form to ensure you capture your relevant experience and skills.

PERSONAL QUALITIES

The post holder will be assessed for appointment against the following personal qualities. Derbyshire Constabulary's staff are assessed against these qualities.

Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Leadership	<p>Leading change Positive about change, adapting rapidly to changing circumstances and encouraging flexibility in others. Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas. Finds more cost-effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives.</p> <p>Leading people Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly. Talks positively about policing, creating enthusiasm and commitment. 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. Invests time in developing people by coaching and mentoring them, providing developmental opportunities and encouraging staff to take on new responsibilities.</p> <p>Managing performance Translates strategy into specific plans and actions, effectively managing competing priorities with available resources. Takes a planned and organised approach to achieving objectives, defining clear timescales and outcomes. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Demonstrates forward thinking, anticipating and dealing with issues before they occur. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance.</p>
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or

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	take control when required.	
Public Service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, partners and stakeholders. Identifies the best way to deliver services to different communities. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.	
Working with others	Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.	

Prepared by: Ace Williams
 Checked by:
 Date: April 2014