**SOUTH WALES POLICE ROLE PROFILE**

**Role Title:** Detective Constable  
**BCU/Department:** Specialist Crime

**Role Profile Ref:** DC-SPECCRIME-MAJOR CRIME  
**Location:** Various Locations Across the Force Area

**Grade:** Constable  
**Security Vetting:** MV/SC

**Responsible To:** Detective Superintendent  
**Specific Health Criteria:** None

**Responsible For:** n/a  
**Liaison With:** Staff of South Wales Police, other forces, external bodies and organisations

### ROLE PURPOSE AND RESPONSIBILITIES

**ROLE PURPOSE**  
To assist in the investigation of Major and Serious Crime Investigations and when required, carry out key roles within Major Incident Rooms and Casualty Bureau, in accordance with the MIRSAP and the Murder Manual. To perform the primary roles of Receiver, Action Allocator, Reader, H2H, Exhibits Officer, CCTV & Disclosure Officer. To interact and maintain good working relationships with BCU personnel and other Specialist Departments.

**MAIN RESPONSIBILITIES**

**Police Constable National Occupational Standards**

- **Arrest, detain or report individuals**
  - Conduct actions legally and in a balanced and proportionate manner, considering the impact of actions on others.
  - Use correct techniques and deal with any contingencies that arise.

- **Gather and submit information that has the potential to support law enforcement objectives**
  - Work in accordance with the requirements of the National Intelligence Model.
  - Identify information that has the potential to become intelligence from a variety of situations and sources (human and technical), and conduct an initial assessment and grading of that information.

- **Manage conflict**
  - Managing conflict recognising and dealing with a range of behaviours and actions.
  - Respond in ways that do not provoke conflict, and seek to defuse situations where such behaviour is present.
- Appropriate use of personal safety skills and equipment. Personal safety skills include self defence and restraint.

### Detective Constable National Occupational Standards

#### Conduct serious and complex investigations
- Gather and evaluate all material in relation to the investigation.
- Develop and maintain an investigation strategy to maximise the amount of material gathered, and to protect the integrity of that material.
- Identify appropriate specialist support to progress the investigation and assess and support victims and witnesses throughout the investigation.
- Ensure that relevant people are kept up to date with the progress of the investigation, ensuring relevant intelligence and documentation is passed on to the correct persons.

#### Interview victims and witnesses in relation to serious crime investigations
- Plan and prepare for the interview by developing an interview strategy and written plan, assessing the interviewee’s fitness for interview, and setting up an appropriate location.
- Conduct the interview in accordance with legislation, policy and other guidelines using appropriate interviewing techniques and communications skills.
- Evaluate the interview and take or recommend any necessary further investigative action.

### Other

#### Customer Service and Representation
- To present a positive image and service to both internal and external customers.
- Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service.
- Maintain confidentiality in relation to data protection issues and MOPI standards.

In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.

### PERSON SPECIFICATION

#### Qualifications:

**Essential**
A good general education or demonstrate equivalent skills and abilities.

Must have received investigative training and be qualified to PIP2 ‘Investigator – Serious and Complex Investigations’

**Desirable**
Level 3 Diploma in Policing.

#### Skills:

**Essential**
Must be able to communicate effectively with Senior Investigating Officer (SIO) in an investigative environment.

Must be able to advise and brief non specialist investigators about their role in murder and other serious crime investigations, and identify what is important about a specific enquiry.

Must have previous investigative experience.

Must be able to record accurately in statement form details/information. When acting as a member of an investigation team make decisions about the status of witnesses. Apply investigative experience and broad knowledge about an investigation to identify...
information required from witnesses.

Must be able to research, analyse and evaluate documentation and identify investigative opportunities.

Must be able to organise and prioritise the work of other investigators.

Must be able to research, analyse and evaluate documentation received from investigators, identify shortcomings and arrange further work.

Must have proven interview and interrogation skills

Must have aptitude for keyboard use or be prepared to develop such skills.

Must be able to establish a plan of action for complex and variable situations.

Must have ability to assist Senior Investigating Officer in compiling and submitting complex files of evidence to the highest of quality.

Must be able to prepare reports using investigative experience to explain in detail events that are pertinent to a murder or other serious crime investigations.

Must be able to prepare complex and detailed prosecution papers for murder and other serious cases.

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<th>Knowledge:</th>
<th>Essential</th>
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Must have a detailed knowledge of HOLMES and other investigative business processes and apply this knowledge to facilitate the investigation of murder and other serious crime.

Must have detailed knowledge of the nationally agreed protocols from managing major crime investigation, and be prepared to advise court, legal professionals and other police officers about the protocols.

Must have up-to-date knowledge of Scientific Aids, Legislation and Procedures.

Must have a working knowledge of Niche.

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<th>Personal Qualities</th>
<th>Serving the Public</th>
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Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests.

Understands the expectations, changing needs and concerns of different communities and strive to address them.

Builds public confidence by talking to people in local communities to explore their viewpoints and break down barriers between them and the police.

Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them.

Works in partnership with other agencies to deliver the best possible overall service to the public.

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Acts with integrity, in line with values of the Police Service.

Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations.

Acts on own initiative to address issues, showing a strong work ethic and putting in extra effort when required.

Upholds professional standards, acting honestly and ethically and challenges
unprofessional conduct or discriminatory behaviour. Remains calm and professional under pressure, defusing conflict and prepared to step forward and take control when required.

**Openness to Change**
Positive about change, responding flexibly and adapting to different ways of working. Finds better, more cost effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge.

**Service Delivery**
Understands the organisation’s objectives and priorities and how work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

**Decision Making**
Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in light of new information and changing circumstances. Balance 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.

**Working with Others**
Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and address their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non judgemental approach regardless of their background or circumstances.

South Wales Police is a public funded body who provide a 24 hour, 7 day week service, who expects high levels of performance from individuals, including attendance, therefore those individuals should be prepared to be flexible in their approach to working hours.

Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service.

Individuals will be required to attend all necessary and relevant training in respect of their role.

Individuals will be expected to be vetted to the required standard for the role.

Individuals must maintain safe working practices for self and others in accordance with South Wales Police Statement of Policy on Health and Safety and be responsible for identifying all risk management issues arising out of work duties and taking appropriate action.

Individuals will be subject to annual appraisal, which will incorporate a review of the post holder’s performance against the competencies and accountabilities for the role.
It is a condition that all individuals maybe required to work anywhere in the area of South Wales Police that would stand the test of reasonableness as may be directed.

All individuals of South Wales Police must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Please return completed applications to:

Employee Resources
South Wales Police Headquarters
Cowbridge Road
Bridgend
CF31 3SU
Method of assessment

The method of assessment will consist of shortlisting, formal interview, or where applicable, other assessment. When selecting, competencies may be assessed at every stage of the selection process or in specific areas only (for example qualifications may be assessed at shortlisting stage but not at interview stage). For the purposes of this role, the matrix below details what parts of the selection process each competency will be assessed at.

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<th>Competency</th>
<th>Shortlisting</th>
<th>Interview</th>
<th>Other assessment</th>
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<td>Qualifications</td>
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<td>Skills</td>
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<td>Knowledge</td>
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<td>Personal Quality – Serving the Public</td>
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