

**D/Sergeant – CID**  
**Job Family – Sergeant**

<b>Rank:</b> Sergeant	<b>Department:</b> CID
<b>Location:</b> Divisional/Headquarters	<b>Security Vetting:</b> RV & CTC

**Role Purpose**

This role will co-ordinate, monitor and respond where necessary, to front line policing activity to uphold the law, enable public safety and build public confidence in policing in line with legal frameworks and policy guidelines.

Sergeants are the first level of line management in policing and as such carry an important role in ensuring effective daily supervision, guidance and support of officers and staff. They are responsible for enabling the development of competence within their team whilst ensuring that organisational standards are met and objectives achieved.

**Key Accountabilities**

To supervise, lead and support staff within the Criminal Investigation Department to investigate and prevent crime, protect the vulnerable and bring offenders to justice ensuring that victims are provided the best possible service to keep them safe.

**Role Specific**

1. To ensure the efficient and cost effective use of resources.
2. To deal promptly and efficiently with the investigation of crime as directed by the Force Investigation Model.
3. To maintain a close liaison with neighbourhood policing and response uniform officers and assist them with the investigation of crimes allocated to them as per the Force Investigation Model.
4. To comply with Dyfed-Powys Police Policies on Force Investigation and Crime Recording, and to investigate child and adult protection referrals in accordance with National and Force policies.
5. To liaise with the Local Authority and other partner agencies, attend strategy, case conferences and planning meetings.
6. To prepare original reports and statistical returns to improve quality and performance and meet statutory and regulatory requirements.
7. To provide an effective and efficient service ensuring confidentiality is maintained at all times.
8. To undertake such duties within the scope and general level of responsibility as directed.

**Role Generic**

9. Supervise a team, managing their wellbeing and welfare, development and ensuring high levels of motivation to enable an effective front line policing service.
10. Provide specialist advice and guidance to team members to ensure that responses are delivered within appropriate policies and legislation and achieve the best possible outcomes.
11. Monitor and manage the performance of the team, devising and implementing effective strategies to identify issues and improve team/individual performance to ensure adherence to professional standards and contribute to the achievement of unit/Force objectives
12. Support the assessment of individuals, assessing capabilities and development needs and devising appropriate development plans to enable high performance and potential progression.
13. Co-ordinate and control appropriate front line responses and investigations, allocating resources, directing activities, managing risks and reviewing progress to deliver an effective response which supports law enforcement and enables public safety.
14. Supervise and monitor the handling of information, intelligence and evidence and record keeping ensuring alignment with legislation, policies and guidance which enables effective law enforcement and the initiation of criminal justice proceedings.
15. Contribute to the identification of appropriate internal and external local partners in line with the Force’s planned approach, co-ordinating and monitoring the establishment of effective partnerships to enable progress against community policing objectives.
16. Support the review and reporting on team expenditure to ensure the efficient use of available budgets and maximise value for money.
17. Identify opportunities for and co-ordinate the exploration of new ways of working and innovation in policing, applying critical thinking to identify solutions to problems in line with evidence based practice within own area of responsibility.
18. Support the implementation of evidence based policing initiatives by championing and applying relevant approaches to own, the teams and/or stakeholder practice.
19. Comply with Dyfed-Powys Police Policies on Staff Development, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security and act in accordance with Force Guidance documents and protocols.

**Professional Registration / Licenses**

Not applicable.

<b>Prior Education</b>
National Police Promotion Framework (NPPF) applies to this rank.
<b>Continuous Professional Development</b>
<ol style="list-style-type: none"> <li>1. Guidance, best practice and any local policy applicable to the operational police context and leading and managing teams.</li> <li>2. Maintain and update key knowledge, understanding and skills relating to legislation policy and practice across all functional policing areas of operational responsibility.</li> <li>3. Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving and team working and synthesise these into working practice.</li> <li>4. Maintain a working knowledge and understanding of new and evolving crime threats and priorities; and current best practice to tackle these in order to enable a pro-active and preventative approach.</li> <li>5. Maintain knowledge and understanding of performance management process and ensure they are implemented effectively when managing teams.</li> <li>6. Complete all annual and mandatory training.</li> </ol>
<p><b>Note:</b> This role profile is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the role profile but which are commensurate with the rank. The role profile may be amended from time to time within the scope and level of responsibility relevant to this post.</p>

<b>Skills / Attainments [to be evidenced on application]</b>		<b>Application</b>	<b>Interview</b>
<b>Role Specific</b>	1. Must hold the substantive rank of Sergeant. <b>(E)</b>	X	
	2. Must be experienced in policing in an operational environment. <b>(E)</b>	X	X
	3. Must have experience of investigating and managing complex and multi-faceted criminal investigations. <b>(E)</b>	X	X
	4. Must have passed the National Investigator Exam (NIE) and completed the ICIDP or similar CID Course. <b>(E)</b>	X	
	5. Must have completed or is actively working towards PIP 2 accreditation <b>(E)</b>	X	
	6. Must be able to administer policies and procedures to quality standards <b>(E)</b>	X	
	7. Must have proven organisational skills and have the ability to effectively prioritise tasks to achieve deadlines <b>(E)</b>	X	X
	8. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail <b>(E)</b>	X	X
	9. Must evidence proven experience in multi-agency partnership working. <b>(D)</b>	X	X
<b>Role Generic</b>	10. Must have strong communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different people/ audiences <b>(E)</b>	X	X
	11. Must be able to develop and motivate a team and create strong engagement of individuals with their personal and team objectives and with Force values, behaviours and strategic priorities <b>(E)</b>	X	X
	12. Must be able to review and assess own, individual and team performance against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary. <b>(E)</b>	X	X
	13. Must be able to coach and mentor colleagues to enable appropriate career and professional development. <b>(E)</b>	X	X
	14. Must be able to plan ahead and allocate work appropriately within the team. <b>(E)</b>	X	X
	15. Must be able to identify key stakeholders, understand potential roles and to take appropriate steps to understand their needs and concerns and develop excellent working relationships. <b>(E)</b>	X	X
	16. Must have proven problem solving skills with the ability to identify cause and effect and develop a course of action, drawing on evidence base, designed to target root causes, mitigate risks and manage impacts. <b>(E)</b>	X	X
	17. Must be able to identify, analyse and manage risk to inform balanced, proportionate, evidence based decisions <b>(E)</b>	X	X

	18. Must be able to manage the introduction of new processes or ways of working at team level <b>(E)</b>	X	X
	19. Must be able to develop and maintain professional resilience and wellbeing in oneself and others in dealing with complex and challenging situations. <b>(E)</b>	X	X
	20. Must have the ability to communicate through the medium of Welsh to Level 1 or be willing to achieve this within 6 months from appointment <b>(E)</b> [ <a href="#">Click here for the DPP Welsh Language requirements</a> ]	X	

**KEY: (E) – Essential / (D) – Desirable**

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.