



Standards and Ethics Prevent Officer

Service Unit	Directorate of Standards and Ethics
Team	Directorate of Standards and Ethics
Responsible to	Directorate of Standards and Ethics Detective Sergeant
Scale and Salary Range	Scale 4 / 5
Vetting Status	MV
Politically Restricted	No
CVF Level	Level 2

Job Purpose

To improve the overall standards and ethical behaviour of Cleveland Police through education and the promotion of preventative measures that allow individuals, partners and the force to protect against reputational risks associated with poor standards and unethical behaviour.

Through prevention initiatives reduce the number of incidents relating to corruption in the Cleveland.

Provide advice and guidance to prevent and mitigate the impact of such behaviour.

To provide information and presentations on behalf of Cleveland Police, both internally within the organisation and to partners.

Principal Duties and Responsibilities

Provide advice and recommendations to staff within the organisation, vulnerable persons and partner agencies on all aspects of potential corruption matters and any issues to reduce vulnerabilities.

Conduct visits to partner agencies providing advice and reassurance and recommending appropriate measures where applicable.

Keep up to date with local and national corruption trends utilising Force Systems, new legislation, guidance, and governance around all aspects of complaint and conduct regulation matters.

Act as liaison/conduit for other departments from within Cleveland Police, facilitating access to the communities and delivering key messages providing advice and guidance

Responsibility for regular force conduct trend campaigns and co-ordinating prevention messages utilising appropriate methods.

Carry out force wide public standard and ethics events, working with partners to provide a multi-agency preventative approach.

Keep up to date with all new standards and developments relating to best practice prevention, relevant regulations and attend relevant training and conference events.

To build relationships and engage with appropriate contacts within a particular portfolio area and



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deliver briefings and presentations with a view to improving standards and ethics within Cleveland Police.

Note

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

All employees are to comply with confidentiality laid down in the Data Protection Act 2018, the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.

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Person Specification	
Essential knowledge, skills, and experience (E)	Desirable knowledge, skills, and experience (D)
Knowledge and Qualifications	
Good standard of numeracy and literacy	Knowledge of Data protection act / GDPR
Knowledge of problem solving within standards and ethics	Working knowledge of legislation affecting the role
Experience	
Complaint and conduct regulation experience	Awareness and experience of dealing with vulnerable persons.
Previous experience of dealing effectively with all levels of staff within the organisation and outside agencies.	
Experience of dealing with partner and voluntary agencies and able to develop networks with both	
Previous experience of attending multi-agency meetings	
Providing advice and guidance in a complaint and conduct prevention discipline.	
Skills and Abilities	
Able to use Microsoft Office products with accurate data inputting / keyboard skills	Ability to problem solving to resolve issues.
Excellent customer service skills.	
Excellent written and verbal communication skills, presentation skills and ability to write clear and concise reports	
Ability and confidence to deal effectively with and provide advice/guidance to staff at all levels and external agencies	
Ability to make effective decisions Able to prioritise work	



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Ability to recognise the needs of all communities.	
Other	
Must have a flexible approach to work with the ability to develop new ideas and be willing to adapt to and accept change	
Full driving licence and access to own vehicle or be able to meet travel requirements within specified time frames	

All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.

Version Control	
Reason for Version Change	Version date
Grading of new role	18.05.2020



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Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager

Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing's Competency and Values Framework for Policing (2017). A candidate's behaviours/values will be measured at interview.

Competency	Level 2 – Middle Manager
Emotionally aware	<ul style="list-style-type: none"> • I consider the perspectives of people from a wide range of backgrounds before taking action. • I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. • I promote a culture that values diversity and encourages challenge. • I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. • I take responsibility for helping to ensure the emotional wellbeing of those in my teams. • I take the responsibility to deal with any inappropriate behaviours.
Taking ownership	<ul style="list-style-type: none"> • I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. • I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. • I am accountable for the decisions my team make and the activities within our teams. • I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. • I actively encourage and support learning within my teams and colleagues.
Collaborative	<ul style="list-style-type: none"> • I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. • I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. • I understand the local partnership context, helping me to use a range of tailored steps to build support. • I work with our partners to decide who is best placed to take the lead on initiatives. • I try to anticipate our partners' needs and take action to address these. • I do not make assumptions. I check that our partners are getting what they need from the police service. • I build commitment from others (including the public) to work together to deliver agreed outcomes.
Deliver, support and inspire	<ul style="list-style-type: none"> • I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. • I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. • I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. • ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.



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	<ul style="list-style-type: none"> • I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. • I motivate and inspire others to achieve their best.
Analyse critically	<ul style="list-style-type: none"> • I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. • I think about different perspectives and motivations when reviewing information and how this may influence key points. • I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. • I understand when to balance decisive action with due consideration. • I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. • I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. • I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.
Innovative and open-minded	<ul style="list-style-type: none"> • I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. • I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. • I am flexible in my approach, changing my plans to make sure that I have the best impact. • I encourage others to be creative and take appropriate risks. • I share my explorations and understanding of the wider internal and external environment.

Values	All Levels
Integrity	<ul style="list-style-type: none"> • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. • I demonstrate courage in doing the right thing, even in challenging situations. • I enhance the reputation of my organisation and the wider police service through my actions and behaviours. • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. • I am open and responsive to challenge about my actions and words. • I declare any conflicts of interest at the earliest opportunity. • I am respectful of the authority and influence my position gives me. • I use resources effectively and efficiently and not for personal benefit.
Impartiality	<ul style="list-style-type: none"> • I take into account individual needs and requirements in all of my action. • I understand that treating everyone fairly does not mean everyone is treated the same. • I always give people an equal opportunity to express their views. • I communicate with everyone, making sure the most relevant message is provided to all. • I value everyone's views and opinions by actively listening to understand their perspective.



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	<ul style="list-style-type: none">• I make fair and objective decisions using the best available evidence.• I enable everyone to have equal access to services and information, where appropriate.
Public Service	<ul style="list-style-type: none">• I act in the interest of the public, first and foremost.• I am motivated by serving the public, ensuring that I provide the best service possible at all times.• I seek to understand the needs of others to act in their best interests.• I adapt to address the needs and concerns of different communities.• I tailor my communication to be appropriate and respectful to my audience.• I take into consideration how others want to be treated when interacting with them.• I treat people respectfully regardless of the circumstances.• I share credit with everyone involved in delivering services.
Transparency	<ul style="list-style-type: none">• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.• I am clear and comprehensive when communicating with others.• I am open and honest about my areas for development and I strive to improve.• I give an accurate representation of my actions and records.• I recognise the value of feedback and act on it.• I give constructive and accurate feedback.• I represent the opinions of others accurately and consistently.• I am consistent and truthful in my communication.• I maintain confidentiality appropriately.

Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>