



## Falkland Islands Government – Job Description

<b>Job Title:</b>	Sergeant (Operations)		
<b>Department:</b>	Emergency Services	<b>Section:</b>	Royal Falkland Islands Police
<b>Reports to:</b>	Inspector		
<b>Grade:</b>	Falkland Islands Government Grade – D1		

### Job Purpose

- 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, logistical, administrative and training support.
- Coordinate and control the routine work of the operational staff.

### Main Accountabilities:

Ensure that best value is made of all operational and support resources;

- ❖ 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:

- **Personnel Matters**

- ❖ 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 staff.
- ❖ 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.



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<b>Main Accountabilities: <i>(continued)</i></b>	
<ul style="list-style-type: none"><li>❖ Represent the police at Brewsters Sessions of the Magistrates Court and any other session in relation to liquor licensing matters.</li><li>❖ 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.</li><li>❖ Attend Child Protection Committees as the police representative.</li><li>❖ Act as the school Drug Abuse Resistance Education (DARE) coordinator.</li><li>❖ Support and cover for the Sergeant (Investigations) post as required.</li><li>❖ Be on call at short notice on a rota to assist, support and supervise duty personnel.</li><li>❖ When on call to carry out reviews on all detained persons in accordance with the Criminal Procedure and Evidence Ordinance Bill 2014.</li><li>❖ Undertake such other duties as may be reasonable required by the Chief Police Officer.</li></ul> <ul style="list-style-type: none"><li>● <b>Administrative Matters</b><ul style="list-style-type: none"><li>❖ Along with the Sergeants (Investigations) ensure that all maintenance tasks are properly carried out and that defects in any vehicle, equipment or police property is corrected without delay.</li><li>❖ Be responsible for the provision of police clothing and equipment.</li><li>❖ The job holder is required to have extensively studied the Criminal and associated Administrative law of the Falkland Islands and must be able to understand, interpret and apply it.</li><li>❖ The job holder is required to continue the study by maintaining a knowledge when new or supplementary legislation is brought into being by the Falkland Islands Legislature and ensure that this knowledge is passed onto and understood by those under the post holder's command.</li><li>❖ Must be able to give technical and procedural advice to officers. It is essential to be skilled in staff management.</li></ul></li></ul>	



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<b>Additional Information:</b>	
<p>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.</p>	
<b>Criminal Record Checks: (<i>This post is regarded as a sensitive post</i>)</b>	
<p>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).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>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.</p>	



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<b>Person Specification:</b>	Sergeant (Operations)		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications:</b>			
Good general education (GCSE/CSE/O level or equivalent in Maths & English)	✓		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
<b>Knowledge, Skills and Experience:</b>			
Minimum of 5 years recent experience as a substantive Constable	✓		A/I
Possess a comprehensive knowledge of all relevant Criminal and Administrative Law and Procedure and their application in the Falkland Islands	✓		A/R
Proven evidence of frequent constructive interaction with people from all backgrounds	✓		A/R
Experience of working in a reactive environment.	✓		A/I/R
Knowledge of the Royal Falkland Islands Criminal Justice system and Police organisation and structure, including IT systems.	✓		A/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



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<b>Knowledge, Skills and Experience: (<i>Continued</i>)</b>			
Demonstrated a flexible attitude towards learning new legislation and techniques.	✓		I
Good motivational skills and abilities.	✓		I/R
Good IT and keyboard skills.	✓		I/R
Crime Investigation Skills.		✓	I/R
Good geographic knowledge of Stanley and the Falkland Islands.		✓	A/I/R
Experience of managing operations successfully.		✓	A/I/R
Experience of managing projects successfully.		✓	A/I/R
<b>Personal Attributes:</b>			
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