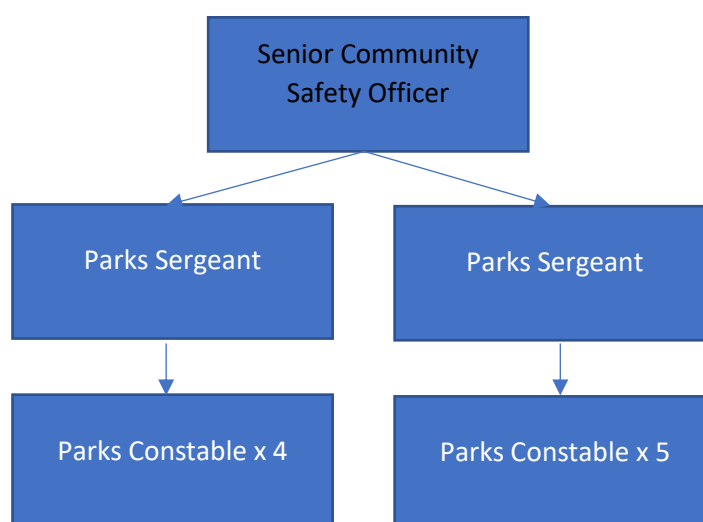


JOB DESCRIPTION

Job Title	RBKC Parks Police Constable (part time)
Position Number(s)	
Department	Environment and Communities
Section or Service	Community Safety
Grade	Range B + shift allowance and weekend enhancement

Responsible to:	Parks Police Sergeant
Employees directly supervised (if applicable):	N/A

Family Tree



DESIGNATION:

1. JOB PURPOSE:

Under the direction of the Parks Police Sergeant, the post holder will ensure the safety of park users by compliance with bylaws and relevant legislation and will provide a high visibility presence in the borough's parks and open spaces to deter crime and anti-social behaviour.

To carry out the enforcement of bylaws, statutory law and common law pertaining to parks and open spaces using the powers gained through attestation as a constable.

Key functions of the role include:

- To undertake patrols on foot, by bicycle and in vehicles (uniformed and plain clothes) in the borough's parks and open spaces.
- To issue fixed penalty notices.
- To arrest suspects for criminal offences in accordance with the Parks Police powers.
- To produce accurate and contemporaneous reports that may be used as evidence in court.
- To work in partnership with agencies including:
 - Police
 - RBKC Parks Department and gardening contractors
 - Street Population Outreach Team
 - Park User groups

2. DESCRIPTION OF DUTIES:

Main Duties and Responsibilities

Duty Requirements

- To carry out enforcement of byelaws, statutory law and common law pertaining to parks and open spaces using the powers gained through attestation as a constable.
- To give suitable crime prevention advice including marking cycles as part of local initiatives.
- To issue fixed penalty notices and Community Protection Notices.
- To arrest suspects for criminal offences in accordance with Parks Police powers.
- Encourage responsible dog ownership by participation in local initiatives and giving advice to park users.
- To ensure that possible offences are investigated, and alleged offenders are dealt with appropriately.
- To ensure that a Parks Police Supervisor is informed of all relevant incidents by the submission of accurate reports, and to ensure that any incident requiring further action is brought to their attention at an early stage.
- To ensure that when defects are found on Council property, equipment or facilities they are promptly reports and appropriate action is taken in accordance with the Council's Health and Safety policy.
- To participate in ensuring an effective response to civil and other emergencies throughout the borough in accordance with the Council's emergency procedures.
- To preserve the scene of a fatality (suicide or other) within the parks and open spaces.
- To assist with Helicopter Emergency Medical Service (HEMS) landings.

The duties and responsibilities outlined in this job profile are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

General Requirements

- To undertake patrols on foot, by bicycle and in vehicles (uniformed and in plain clothes).
- To work in partnership with agencies such as the Police, Parks staff and the Street Population Outreach Team, undertaking joint patrols and contributing to multi-agency initiatives.
- In the absence of a Sergeant to work unsupervised for significant periods of time, and in those situations make appropriate decisions.

- To carry out all duties in accordance with relevant Council, directorate and local policies, procedures and standards.
- To be aware of the Council's Health and Safety Policy and to work safely.
- To attend and participate in a range of meetings as appropriate.
- To participate in training and make constructive use of supervision and performance review to enhance opportunities for personal development, and to contribute improvements to the service
- To carry out the responsibilities of the post at all times with due regard to equal opportunities, the Data Protection Act and the maintenance of confidentiality and service user choice
- To develop strong and effective working relationships with all teams across the Environment and Communities department, other Council directorates and partner agencies
- To undertake any other appropriate duties as directed by line managers.

I agree to the above job description

Post Holder.....
Date.....

Head of Service.....
Date.....

3. DIMENSIONS:

N/A

PERSON SPECIFICATION

**Job Title: Parks
Police Constable**

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these

behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: <ul style="list-style-type: none"> • Experience of working as an attested police officer, including Special Constables, British Transport Police or Royal Parks. • A full UK driving licence. Desirable: <ul style="list-style-type: none"> • Knowledge of the Council's parks and open spaces and the bylaws and legislation pertaining to them; the ability to deal with the enforcement of bylaws and the controlled drinking zone.
C	Skills; Experience and Attitude Desirable: <ul style="list-style-type: none"> • To produce accurate and contemporaneous reports that may be used as evidence in court. • Ability to take statements and carry out interviews. • To be responsible to the Parks Police Sergeant for the upkeep and maintenance of all vehicles and bicycles associated with the provision of the Service and complete all related documentation to comply with legislative and operational requirements and to carry out daily vehicle checks for roadworthiness and damage. • To ensure all items of uniform issued are properly cared for and defects are reported. • Good knowledge of Police radio procedures. • A willingness to work in uniform and shifts including evenings and weekends.
	Our Values & Behaviours

D	<div data-bbox="247 212 853 286" data-label="Section-Header"> <p>PUTTING COMMUNITIES FIRST</p> </div> <ul data-bbox="295 309 1284 414" style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p data-bbox="247 448 869 515">The following examples are indicators of effective behaviour:</p> <ul data-bbox="295 548 1316 654" style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p data-bbox="247 687 598 721">Our residents will feel that:</p> <ul data-bbox="295 754 1157 860" style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div data-bbox="247 940 826 1025" data-label="Section-Header"> <p>RESPECT</p> </div> <ul data-bbox="295 1064 1444 1202" style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p data-bbox="247 1236 869 1303">The following examples are indicators of effective behaviour:</p> <ul data-bbox="295 1337 1460 1550" style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p data-bbox="247 1583 598 1617">Our residents will feel that:</p> <ul data-bbox="295 1650 965 1756" style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div data-bbox="247 1814 833 1892" data-label="Section-Header"> <p>INTEGRITY</p> </div> <ul data-bbox="295 1926 1284 1960" style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility.

	<ul style="list-style-type: none"> • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	<div style="background-color: #00b050; color: white; text-align: center; padding: 5px; margin-bottom: 10px;">WORKING TOGETHER</div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.