



Reserve Police Constable Job Description

Department:	Emergency Services & Island Security	Section:	Royal Falkland Islands Police
Reports to:	Sergeant		

Overall Purpose of the Role

It is the duty of a Reserve Police Constable to:

- Protect life and property
- Preserve order.
- Prevent and detect crime
- Where a crime has been committed, to take measures to bring the offender to justice
- To reassure the community and do all this with integrity, common sense and sound judgment
- To support Her Majesty's Prison, Falkland Islands

Key Role Activities

- **Operational Matters**
 - ❖ Prevent and detect crime. Preserve the peace and protect and serve the general public; making use of existing skills and knowledge
 - ❖ Carry out foot and mobile patrols as directed
 - ❖ Record and investigate crime
 - ❖ Act as desk officer, monitoring the police radio channel and carry out other control room duties
 - ❖ Provide help and assistance to the general public
 - ❖ Supervise detained persons
 - ❖ Liaise with external agencies
 - ❖ Undertake community policing initiatives and develop an understanding of Falkland Islands culture
 - ❖ Undertake in-house/external training as directed including an Initial Recruit Learning and Development Course
 - ❖ Use the National Decision making Model to assess threat, risk and harm and to aid decision making made.
 - ❖ Respond and deal with a variety of emergency situations.
 - ❖ To have first class written and verbal communication skills
 - ❖ Use the policing plan to prioritise work
 - ❖ To be able to interpret data correctly.
 - ❖ Represent the police service at different forums and to variety stakeholders.
 - ❖ To be able to accept and learn from feedback



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Key Role Activities continued

- **Administrative Matters**

- ❖ Ability to take written statements and type reports and other paperwork
- ❖ Update relevant RFIP records and databases
- ❖ Be able to create incident logs and exercise command control of incidents in the police control room. Recording information accurately. Carry out risk assessments and manage all aspects of the police and other emergency services responses
- ❖ Comply with the legislation and force policies
- ❖ Be aware of RFIP policies on equal opportunities, health and safety and data protection. Show a duty of care and take appropriate action to comply with health and safety requirements at all times

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

The post holder will be expected to work, when requested, during special and public events, planned and reactive operations, periods of enhanced manning and to cover officer extractions for training and leave. This will require reserve officers to work during public holidays, public events, evenings and weekends within the service rostered duty system.

The holder of this post may, dependant of shift patterns, have to remain on call in response to an emergency. After accumulating 96 hours duty (including training time) in any one year, Reserve Officers are entitled to an annual bounty payment of £150.

Criminal Record Checks: (This post is regarded as a sensitive post)

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).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

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.



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Person Specification:	Reserve Police Constable		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
IT skills (Microsoft Office programmes Word, Excel, Access and Power Point) including good keyboard skills.	✓		A
Strong communication skills including the ability to speak, read and write English competently i.e. speaks clearly and concisely, and does not use jargon. Active listening skills are also a requirement.	✓		A/I/R
Experience of working with people in a considerate and helpful manner.	✓		A/I/R
Experience of working effectively in a reactive environment.	✓		I/R
Experience of working effectively under your own initiative, as a member of a disciplined team and within unsettling situations.	✓		A/I/R
Good at providing a high level of service to customers i.e. maintains contact with customers works out what they need and responds to them in a timely manner.	✓		A/I/R
Good prioritisation and organisational skills.	✓		A/I/R
Ability to gather enough relevant information to understand specific issues and events.	✓		I/R
Keen observational skills, (an eye for detail).	✓		I
A methodical approach to work.	✓		I
Good problem solving and analytical skills.	✓		A
Good geographic knowledge of Stanley and the Falkland Islands.		✓	I
Knowledge of the RFIP organisation and structure, including its computer systems.		✓	I
A working knowledge of a second language e.g. Spanish		✓	A
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.	✓		A/I/R
Takes personal responsibility for own actions and for sorting out issues or problems that arise i.e. is focused on achieving results to required standards and developing skills and knowledge.	✓		A/I



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Person Specification:	Reserve Police Constable		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes continued:			
Understands other people's views and takes them into account, i.e. is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times.	✓		A/I
Understands and is sensitive to social, cultural and racial differences.	✓		I
Sufficiently physically fit, to undertake and pass the RFIP fitness test.	✓		I
Able to cope with unpleasant and distressing situations.	✓		I
A flexible attitude for learning new techniques.	✓		A/I
Will be required to maintain a high standard of discipline, attendance and appearance in uniform	✓		I
Maintain personal clothing and equipment items to a high standard	✓		I
Be willing to take lawful orders and carry out such tasks as directed	✓		I
Be willing to wear Police issue uniform	✓		I
Qualifications & Training			
GCSE English and Mathematics (Grade C or above) - Candidates not in possession of these qualifications are invited to sit the RFIP Entrance Examination (60%+ pass mark), or candidates that have passed a recognised Police Probationer's Course can have this taken into account.	✓		A/I
The post holder must hold a full drivers licence, (being able to drive both manual and automatic vehicles or be willing to pass the driving test within 6 months of appointment).	✓		A/I
Completion of a recognised Initial Police Learning and Development Course or United Kingdom Armed Forces Police equivalent		✓	A/I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form I - Selection Interview R – Reference O - Other