

ROLE DESCRIPTION

Job Title	Mersey Tunnels Police Constable (Transferee Only)
Salary Band	SCP 20-23
Reporting to	Police Inspectors & Police Sergeants
Directorate	Place
Service Area and sub area	Customer Delivery – Mersey Tunnels Police
Political Restriction	No

1. Primary Purpose of the Post
<p>To provide operational support, ensuring the effective service delivery of Mersey Tunnels Police and the commitment to the safety of the tunnel users. Furthermore reducing road casualties, enhancing public confidence and reassurance whilst remaining respectful of their needs and expectations as individuals.</p> <p>To provide daily policing and security of the Mersey Tunnels by responding appropriately to emergency and non-urgent calls for assistance, through the detection and prevention of crime, the application of key 'Road Policing' strategies and the investigation of incidents and provision of operational incident management linked to Standard Operating Procedures and JESIP principles.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Putting customers at the heart of everything you do. • Focused and diverse Policing, meeting and enhancing customer needs and expectations. • Adapting our approach to recognise the diverse needs of our customers. • Providing a safe and efficient network for Mersey Tunnels users. • Reducing anti-social behaviour on the roads. • Reducing road casualties. • Responding to emergency situations, ensuring that Mersey Tunnels Byelaws are enforced and that the powers of Police Constable are correctly and consistently applied at all times through proactive and effective policing. • Contribute to the security of the Mersey Tunnels/Liverpool City Region Combined Authority property. • Cultivate successful engagement with stakeholders by undertaking regular exercises and operations to test the effectiveness of procedures in line with joint protocols and service level agreements. • Self-Manage the consistent & timely submission of prosecution files in accordance with National File Standards, National Police Chiefs Council (NPCC) and the College of Policing guidelines and Mersey Tunnels operational protocols.

- Understanding and meeting Health & Safety duties and responsibilities – including compliance with all Health & Safety legislation.
- Ensuring adherence to Liverpool City Region Combined Authority's Safety Management System.
- Ensuring that all traffic management sites are in accordance with Chapter 8 requirements, Mersey Tunnels Police Standard Operating Procedures (SOPs) and approved Traffic Management schematics/plans.

3. General Corporate Responsibilities

- Challenge the status quo, promoting a culture of continuous improvement and service excellence.
- Review the service you deliver and how you deliver it.
- Keep up to date with developments relevant to your service area.
- Encourage innovative and creative workplace development.
- A detailed knowledge of equality and diversity legislation.
- Promoting equality and diversity in service delivery.
- Monitoring services for equality implications.
- Recognising, respecting and addressing the individual needs of different customers.
- Build relationships and work well as part of a team.
- Manage personal attendance in line with Liverpool City Region Combined Authority's Attendance at Work Policy.
- Work together through change.
- Developing personal capabilities and where appropriate those of team members.
- Embracing a learning culture.
- Flexible, motivated approach to work and learning
- Effective personal performance management regarding own Individual Performance Plan (IPP). Monitored and supported where appropriate with training and development programmes.
- Ensure attendance at team meetings and mandatory training as required to perform the function of a Constable to the required standards.
- Effective planning, organising and co-ordinating personal leave requirements in accordance with Mersey Tunnels Police Staff Arrangements Procedure. Develop organisational skills to liaise with internal departments and external partners.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Mersey Tunnels Police Constable

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A level 3 qualification (or equivalent), a policing qualification or experience as a police officer for at least 2 years.	D	A
Driving licence – Manual	E	A
A current serving Police officer or individuals who have left the Police service within the past 12 months.	E	A
Membership of a Professional body.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
A clear understanding of the role and powers of Mersey Tunnels Police and police general duties.	E	A, I
Significant experience working in a customer-centred role (internal and/or external customers).	E	A, I
Evidence of promoting a health, safety and environmental culture	E	A, I
Evidence a knowledge or understanding of Police Law across Mersey Tunnels Byelaws, The Police & Criminal Evidence Act, Road Policing, Crime, General Police Duties and Evidence/Procedure.	E	A, I
Experience of working in a multi-departmental work environment.	D	A, I
Understanding of computer-based control systems (Example: STORM Command & Control – A Multi Agency system for tasking and resource management).	D	A, I
Understanding of Civil Contingencies Act, Emergency Planning, Local Resilience Forum (LRF) role and JESIP Principles.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Good interpersonal skills which will enable you to deal with colleagues effectively and represent the Mersey Tunnels Police and Liverpool City Region Combined Authority in frontline contact with members of the public and external stakeholders.	E	A, I
A good standard of literacy which demonstrates a logical approach to report writing.	E	A, I
Computer literate with a high degree of IT skills	E	A, I
Organisational skills to liaise and interact productively with internal stakeholders and external partners	E	A, I
Ability to take initiative to respond to emergency issues as they arise, determination to deliver and to work in a stressful, pressurised environment.	E	A, I
Ability to adhere to Health, Safety and Environmental Policies and Procedures	E	A, I
Interpersonal, administration, numeracy, literacy and organisational skills.	E	A, I
Ability to ensure the quality assurance of Police Case File Management.	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Availability for unsociable hours in the workplace and a degree of overtime cover at relatively short notice.	E	A, I
Commitment to learning and continual professional development.	E	A, I
Flexible approach to work	E	A, I
National Vetting – NPPV3 Level	E	A, I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment