

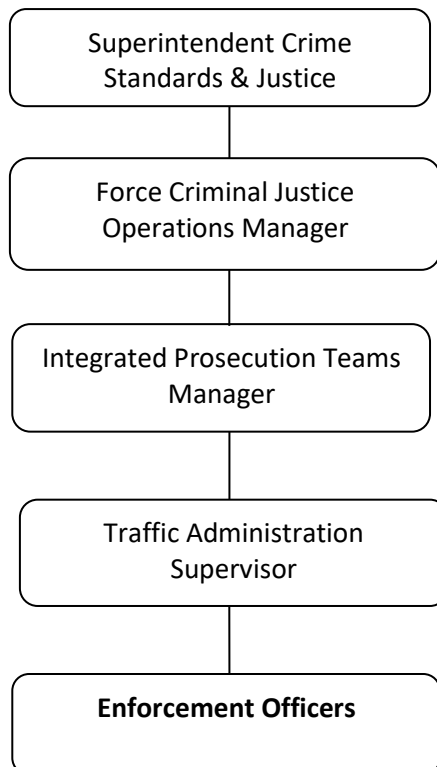
# **WILTSHIRE POLICE**

## **Job Description**



|                                                    |                                                  |
|----------------------------------------------------|--------------------------------------------------|
| <b>Post Title: Speed Watch Enforcement Officer</b> | <b>Department: Crime Standards &amp; Justice</b> |
| <b>Post Number:</b>                                | <b>Work Location: Devizes (Agile)</b>            |
| <b>Grade: W6</b>                                   | <b>Security Vetting Level: MV</b>                |
| <b>Responsible to: Traffic Administration</b>      | <b>Date: Reviewed 7 Feb 22</b>                   |

### **Reporting Structure:**



## Speed Watch Enforcement Officer

### Job Purpose

To provide and undertake targeted safety camera enforcement and support to community speed watch volunteers including education directed at ensuring greater compliance with speed limits in order to achieve a reduction in the number of road collisions and the number & severity of the resultant casualties within the communities of Wiltshire.

### Main Responsibilities

- 1 Operate mobile enforcement safety cameras in order to conduct speed enforcement checks - conduct enforcement of speed restrictions, using type-approved speed detection devices linked to video recording equipment, at locations identified as speed and casualty hotspots or areas of local speed concern. From data collected at scene, a pro-forma statement is completed to produce "statements of evidence for service on the defendant".
- 2 **Deploy remote enforcement safety cameras** - As the job holder becomes familiar with the county, they will be expected to recommend locations for installation and sighting of safety cameras. On occasions the post holder may be approached and have to deal in a professional manner with aggrieved members of the public when safety cameras are deployed.
- 3 **Conduct speed surveys** - Undertake the identification of speed locations as being potential sites for safety camera enforcement.
- 4 **Road safety education** - Represent the strategic Wiltshire & Swindon Road Safety Partnership at road-shows & organised events where there is an opportunity to promote road safety. This would encompass talking to school children and demonstrating equipment to interested parties at open days and events around the county promoting the safety theme.
- 5 **Casualty Reduction Strategy** - Contribute towards the continual review of the Strategic Wiltshire & Swindon Road Safety Partnership's casualty reduction strategy.
- 6 **Attendance at Court** - Initially prepare a statement of evidence for the court file and give evidence in court as and when required and when necessary rebut evidence produced in Not Guilty pleas.
- 7 **Attend strategy meetings** - Attend strategy meetings, as required, involving key personnel from the Crime Standards and Justice (Justice) Crown Prosecution Service and HMCTS

### Dimensions

#### Financial

There are no financial dimensions attached to this post.

#### Non-Financial

**Non-financial**

Approx. 20,000 offences detected using mobile safety cameras per year - Approx. 4 Road Shows a year

## *Person Specification*

### **Speed Watch Enforcement Officer**

| Attributes             | On Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Criteria                                                                                                                  |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Essential or Desirable                                                                                                    |
| <b>Qualifications:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                           |
| <b>Experience:</b>     | Some experience of dealing with the public in confrontational situations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                 |
|                        | Some proven experience of preparing statements and giving evidence in court                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Desirable                                                                                                                 |
| <b>Skills:</b>         | Competent in the use of Microsoft Word, Outlook and Excel<br>Excellent communication skills - both written and verbal<br>Ability to adapt to new systems and procedures<br>Be broadly technically minded (post holder will be required to operate speed detection devices linked to video recording equipment and to load and unload speed cameras)<br>Ability to work independently and as part of a team<br>Ability to prioritise own workload<br>Good organisational skills<br>Ability to be flexible within a changing work environment and to be able to work as part of a team or on own initiative with minimum supervision<br>Ability to address small groups in the promotion of the Community speed watch | Desirable<br>Essential<br>Essential<br>Essential<br><br>Essential<br>Essential<br>Essential<br>Essential<br><br>Essential |
| <b>Knowledge:</b>      | Basic knowledge of road traffic legislation & procedures relating to speed enforcement<br>General awareness of equality and diversity issues in the working environment<br>Awareness of workplace health & safety issues<br>Understanding of confidentiality and Data Protection/Freedom of Information issues                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable<br>Essential<br><br>Desirable<br>Essential                                                                      |

| Attributes             | After Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Experience:</b>     | Experienced representing the Strategic Wiltshire & Swindon Road Safety Partnership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Skills:</b>         | <p>Ability to conduct speed enforcement checks using type-approved laser detection and video recording equipment</p> <p>Ability to carry out speed surveys</p> <p>Ability to operate a tripod mounted camera</p> <p>Ability to recommend safety camera enforcement locations</p> <p>Ability to give evidence on behalf of Wiltshire Police at court</p> <p>Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police, new legislation or new policies introduced within the Force</p> <p>All tasks to be performed in accordance with Health &amp; Safety requirements</p> <p>In addition, as and when required present prosecution cases at Magistrates Courts in the County as a PLP presenter</p>                                                                                                                                                 |
| <b>Knowledge:</b>      | <p>Good knowledge of the Speed Management Policy of the Strategic Wiltshire and Swindon Safety Partnership</p> <p>Understanding of the use of safety cameras and their impact on reducing casualties</p> <p>Understanding of the use of speed data collection equipment</p> <p>Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire</p> <p>Greater understanding of relevant health &amp; safety issues within your working environment</p> <p>Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake</p> <p>Greater understanding of Data Protection and Freedom of Information issues within your working environment</p> <p>Understanding of the prosecution process including presenting at a PLP Court</p> |

## ***Role Profile***

### **Speed Watch Enforcement Officer**

| <b>Core Responsibilities</b>        | <b>Activities</b><br>The role holder should effectively deliver these key requirements:                                                                                                                                                                                                   |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community Safety</b>             | <b>123 - Prepare and drive police vehicles safely (operational)</b><br><br>Drive a police vehicle safely with consideration for others in accordance with organisational policy and in line with the system of car control                                                                |
| <b>Custody and Prosecution</b>      | <b>44 - Present evidence in court and at other hearings</b><br><br>Attend court and give evidence in accordance with legislation                                                                                                                                                          |
| <b>Managing the Organisation</b>    | <b>236 – Participate in meetings</b><br><br>Prepare for and actively contribute within meetings in a clear, concise and relevant manner, ensuring decisions and actions are communicated to appropriate personnel                                                                         |
| <b>Marketing and Communications</b> | <b>1186 - Provide support for promotional events</b><br><br>Support the efficient organisation and presentation of exhibitions and other events which promote the organisation                                                                                                            |
| <b>Personal Responsibility</b>      | <b>216 – Complete administration procedures</b><br><br>Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure                                                              |
|                                     | <b>206 – Comply with Health and Safety legislation</b><br><br>Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times                                                                                                  |
|                                     | <b>217 – Maintain standards of professional practice</b><br><br>Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance |
|                                     | <b>242 – Make best use of technology</b><br><br>Make best use of technology in support of your role, ensuring correct                                                                                                                                                                     |

|              |                                                                                                                                                                                                                                                                                                                                               |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | operation and compliance with organisational and legal requirements                                                                                                                                                                                                                                                                           |
|              | <b>141 – Promote equality, diversity and Human Rights in working practices</b><br><br>Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices |
|              | <b>224 – Work as part of a team</b><br><br>Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives                                                                                                                                          |
| <b>Other</b> | Undertake such other activities as are appropriate to the profile and grade, as may be required from time to time                                                                                                                                                                                                                             |

| <b>Behaviour Area</b>      | <b>Behaviour</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Working with others</b> | <b>Respect for race and diversity – A</b><br><br>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.<br><br><i>Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.</i> |
|                            | <b>Teamworking - C</b><br><br>Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.<br><br>Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.                                                                                                                                                                      |
|                            | <b>Community and customer focus - C</b><br><br>Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns.<br><br>Provides a high level of service to customers. Maintains contact with                                                                                                                                                          |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|  | customers, works out what they need and responds to them                                                                                                                                                                                                                                                                                                                                                                                     |
|  | <p><b>Effective communication - C</b></p> <p>Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on.</p> <p>Speaks clearly and concisely and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.</p>         |
|  | <p><b>Personal responsibility - B</b></p> <p>Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.</p> <p>Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.</p> |

### ***Other Information***

#### **Speed Watch Enforcement Officer**

Wiltshire Police provides a 24-hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours in accordance with the Police Staff Council Handbook.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

Where applicable the post holder will be expected to wear a uniform at all times when on duty.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is likely that this post will attract long periods of lone working.

#### **USERS - MoPI (Management of Police Information);**

Share information where appropriate with community partners and other agencies, paying regard to force procedures for recording such sharing. Ensure information recorded is relevant, accurate and adequate, meets legal requirements and data quality standards