



College of
Policing

college.police.uk

Policing Professional Profiles

Guidance for individuals and line managers

Version 1.0

© College of Policing Limited (2017)

This publication is licensed under the terms of the Non-Commercial

College Licence v1.1 except where otherwise stated. To view this licence visit
http://www.college.police.uk/Legal/Documents/Non_Commercial_College_Licence.pdf

Where we have identified any third-party copyright information, you will need to obtain permission from the copyright holders concerned.

For enquires about this document, or to request an alternative format, please email
contactus@college.pnn.police.uk

Contents

- Purpose of this Document 4
- What are the Policing Professional Profiles? 4
- How are Policing Professional Profiles different to job descriptions? 4
- Why do Policing Professional Profiles only cover part of my job? 5
- How can I use the Policing Professional Profiles? 6
- How can I find a Policing Professional Profile on the Professional Development Platform? 6
- What is the Professional Development Platform? 7
- What are the national role levels? 7
- What is a job family? 7
- How are Policing Professional Profiles structured? 9
 - The Policing Professional Profile structure 10
- References..... 11

Purpose of this Document

This document provides guidance for Individuals and Line Managers to support their understanding of the purpose, uses and benefits of the Policing Professional Profiles (Profiles).

What are the Policing Professional Profiles?

Policing Professional Profiles define the expectations and accountabilities for police officer and police specific staff roles. The principle aim of the Profiles is to support professional development and achieve cross force consistency.

The Profiles support professional development by articulating the minimum accountabilities, competencies and behaviours, educational and skills requirements for policing roles on a national basis. The Profiles also provide suggestions for Continuing Professional Development (CPD) and where appropriate any licence to practice or registration requirements. The Profiles will enable users to access all the information pertaining to a specific rank or role in one document.

How are Policing Professional Profiles different to job descriptions?

A job description usually provides a detailed list of duties or tasks for a particular job within a force. It may outline the parameters of a job, for example, a summary of the job, the resources required to perform the job, the size of any budget, and the reporting structures. It may also list the responsibilities and activities the person will undertake, for example, manage a specified team, be cognisant of specific legislation, and undertake specific investigations. The focus of a job description is activity-based.

Policing Professional Profiles focus on the national standard requirements, accountabilities and deliverables of the role, rather than tasks performed. Profiles include information on the role parameters, and describes what results you should deliver, they describe the outcomes of a role rather than all the activities needed to carry out the role.

Below is a general example for a Sergeant/Detective Sergeant that attempts to illustrate the differences:

Example differences between Policing Professional Profiles and Job Descriptions

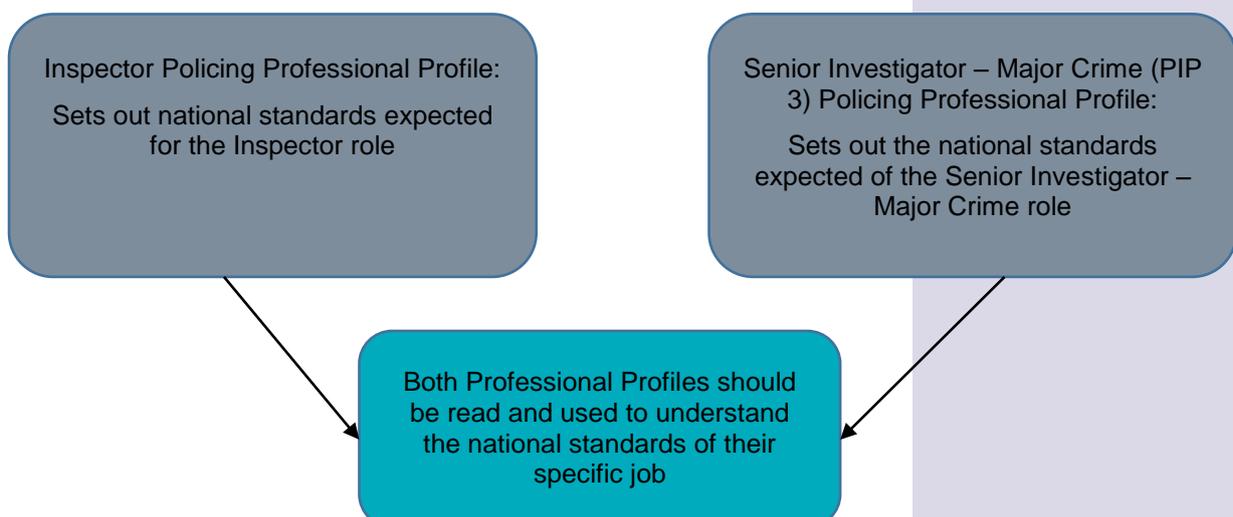
Policing Professional Profile - Sergeant	Job description – Detective Sergeant
<p>May describe:</p> <ul style="list-style-type: none"> • Supervise a team, managing their wellbeing and welfare, development and ensuring high levels of motivation to enable effective front line policing • Monitor and manage team performance • Coordinate and control front line responses and investigations, allocating resources, directing activities, managing risks and reviewing progress to deliver an effective response 	<p>May describe:</p> <ul style="list-style-type: none"> • Managing a specific team, e.g., Assisting offenders team • Reports to named supervisor, e.g., Detective Inspector; • Supervision and Coordination of specific activities, e.g., Serious and Organised Crime and Police Act (SOCPA) debriefs in Westshire • Keep abreast of departmental policies in respect of Equal Opportunities, Health

<ul style="list-style-type: none"> Identify opportunities for and coordinate exploration of new ways of working and innovation in policing, applying critical thinking to identify solutions to problems in line with evidence based practice within own area of responsibility 	<p>and Safety, etc.</p> <ul style="list-style-type: none"> Liaison with forces, Law Enforcement Agencies, prisons and other partners to provide advice, identify opportunities and take the lead in progressing SOCPA debriefs.
<p>It will describe the generic education, qualifications, skills and experience for the role:</p> <p>Typically sergeants will have achieved a level 4 certificate in Police First Line Management</p> <p>Substantive sergeants will have met the promotion requirements as defined in either NPPF or previous OSPRE Process</p> <p>Strong communication skills, ability to set out logical arguments clearly, adapting language, form and message to meet the needs of different people/audiences</p> <p>Maintain and update key knowledge, understanding and skills relating to legislation police and practice across all functional policing areas of operational responsibility.</p>	<p>It will set out specific knowledge, experience and training requirements for the job:</p> <ul style="list-style-type: none"> Sound background in a specific areas, e.g., Serious and Organised Crime investigations Specific experience in a specified area, e.g., Managing investigations Conversant with legal and practical application e.g., Serious and Organised Crime and Police Act (2005)

Why do Policing Professional Profiles only cover part of my job?

The Policing Professional Profiles have been designed to provide a national standard for a set of generic roles. Each profile aims to achieve a best fit across the role as it is performed in all forces, but each force will design specific jobs to meet the operational needs of the force.

You may find you need to refer to more than one profile to understand everything that you need to consider to be fully competent in that job. This example illustrates how this might work:



How can I use the Policing Professional Profiles?

The Policing Professional Profiles are intended to support professional development and performance management. They provide an understanding of the requirements and accountabilities of a specific role at a national level. The profiles have all the information about the role purpose, accountabilities, essential skills, experience and qualifications, behaviours and Continuing Professional Development (CPD) that a line manager and an individual need to assess performance.

Line managers use the profiles to:	Individuals use the profiles to
Objectively review an individual's performance	Understand what is required to reach and maintain the national standard of competence in their job
Review an individual's potential for progression (lateral or vertical)	Identify the essential skills, knowledge, experience and any qualifications required in their current role
Support an individual's professional development	Explore the potential for development and progression to other roles – by identifying the essential skills, knowledge, experience and qualifications required
Inform performance improvement plans	Consider the CPD requirements and suggested activities
Plan CPD activity	Prepare for annual appraisal of performance through the Professional Development Review process
Consider succession planning and resource allocation	Prepare for Assessment and Recognition of Competence or higher skilled assessment
Support new recruits	Inform personal development plans

For more detailed information about Professional Development Review and Continuing Professional Development please see the extensive guidance and toolkit on the College of Policing website: [Professional Development Programme](#)

How can I find a Policing Professional Profile on the Professional Development Platform?

The Policing Professional Profiles on the Professional Development Platform are first categorised according to the organisational level of the role, based on the National Police Chief's Council (NPCC) 5 level policing hierarchy, and then arranged into a job families and specialism. Policing Professional Profiles can be accessed via the new Professional Development Platform.

What is the Professional Development Platform?

The Professional Development Platform is new public facing website managed by the College of Policing. It provides information on:

- Policing Professional Profiles
- Recognition of Prior experience and Learning (RPL) opportunities, a resource that is part of the Policing Education Qualification Framework (PEQF)
- Competency and Values Framework (CVF), this replaces the personal qualities from the Police Professional Framework (PPF)

Access the Professional Development Platform here: www.profdev.college.uk

What are the national role levels?

The National Police Chiefs Council (NPCC) are currently considering a proposal to introduce a 5 level hierarchy across the police service which recognises technical expertise alongside the hierarchical structure.

Level	Ranks and police specific staff roles	
Service deliverer	PCSO Constable	Specialist practitioner
Team leader	Sergeant	First line manager
Manager/ expert advisor	Inspector Chief Inspector/	Specialist manager
Service Function leader	Superintendent Chief Superintendent	Support staff function leader
Force leader	Assistant chief constable Deputy chief constable Chief Constable.	Force executive staff

What is a job family?

A job family can be defined as a 'set of roles that engage in similar tasks and require broadly similar skills and competencies, albeit at a range of levels'.

Job families cater for both police officer roles and police specific staff roles. Job families are sub divided into specialisms aligned to areas of work.

The core policing job family contains the generic Policing Professional Profiles for each police officer rank as well as the PCSO Profile. The specialist policing and the police-specific staff roles are included and categorised into the specialist job families, as follows:

The job family framework for policing (2017)

Job Family	Description	Sub-groups/specialisms
Core Roles	Warranted Police officer rank structure	All police officer ranks Including Police Community Support Officers and the Special Constabulary.
Community Policing	The provision or management of services which are continually visible to the public, such as response, local patrols, protecting vulnerable people	Local Policing Response Family Liaison Roads Policing Crime Reduction
Intelligence	Gathering, processing or analysing information about crime to establish patterns, in support of force planning and resourcing.	Intelligence Data Communications Digital/Cybercrime Covert operations
Investigation	Technical, case or project roles which are concerned with the investigation of specific crimes and or crimes which are linked in a pattern.	Investigation Forensics Public Protection Coroner's Office
Operational Support	The provision of support to the delivery of community policing, intelligence and investigation, where the roles are distinctive to police forces.	Control Centre Custody Public Order Firearms Specialist Operations IT (operational) Systems
Business Support	The provision of professional advice and corporate services similar to those in organisations in other sectors (finance, HR, communications etc.)	Finance Human Resources Legal Services Marketing and Communications Administrative and corporate support IT (internal) support

How are Policing Professional Profiles structured?

The Policing Professional Profiles are provided on the Professional Development Platform so they are easy to navigate on screen, but you can also download a printable PDF copy of each profile.

The screenshot shows the 'Police Constable' profile page. On the left is a 'Page Contents' sidebar with links: [Role Purpose](#), [Key Accountabilities](#), [Behaviours](#), [Education, Qualifications, Skills and Experience](#), [Continuing Professional Development \(CPD\)](#), [Professional Registration/Licenses](#), and [Links to other Profiles](#). At the bottom of the sidebar is a download icon and the text 'Police Constable v1'. The main content area has a title 'Police Constable' and a table with columns 'Job Family' and 'Code'. The 'Job Family' cell contains 'Core : Rank profiles' and the 'Code' cell contains 'PPP-'. Below the table is a 'Role Purpose' section with text: 'Constables play a critical front-line role in the prevention and detection of crime and the criminal justice system. Constables work in partnership with the public, communities, stakeholders and... fear of crime, provide reassurance and build confidence in citizens. This role carries legal powers to enable the maintenance...'. Callouts point to: 'Role title' (the title), 'Scroll down to see all sections of the profile' (the table), 'Quick navigation index' (the sidebar), and 'Downloadable and print friendly version' (the download icon).

All the Profiles on the Professional Development Platform follow the same structure, as detailed in the table below.

The Policing Professional Profile structure

Section	Description	
Title	The key function of the role	
Job family	The job family and specialism (where applicable)	
Level	Service deliverer, team leader, manager/expert advisor, service/function leader, force leader.	
Purpose	An accurate and concise statement of the contribution the role makes to the organisation. A summary of the role.	
Accountabilities	<p>Each statement describes an area that the role carries responsibilities for and should identify all key outputs.</p> <p>Accountability statements are not exhaustive and focus on results not tasks or activities. Each statement is timeless and all relate specifically to the role.</p>	
Behaviours	Identifies the level of behavioural competencies required for the role, as defined by Competency and Values Framework (CVF).	
Education, Qualifications, Skills and Experience:	Policing Education and Qualification Framework (PEQF)	Details of any educational and qualification requirements to be able to fulfil the role.
	Prior Education and experience	The level and type of experience required will be stated, rather than a number of years of experience.
	Skills	A list of skills appropriate to the level of the role.
Continuing Professional Development (CPD)	Details of suggested Continuing Professional Development activities which will enable the individual to maintain and enhance competence in the role.	
Professional registration/ licenses	Details of any ongoing registration or licensing requirements of the role.	
Links to other profiles	<p>Indicates links to NPoCC role profiles</p> <p>And other professional profiles which should be read in conjunction with this professional profile.</p>	

References

<http://www.college.police.uk/What-we-do/Development/professional-development-programme/Pages/Continuing-professional-development.aspx> [Accessed 29/09/17]

http://www.college.police.uk/What-we-do/Development/professional-development-programme/Pages/CPD_how_-_a_toolkit.aspx [Accessed 29/09/17]

http://www.college.police.uk/What-we-do/Development/professional-development-programme/Documents/PDR_user_guide_v1_0.pdf [Accessed 29/09/17]