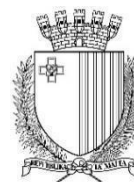


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta`</i>
L-impjeg	<i>Surġent tal-Pulizija</i>

MINISTERU GHALL-INTERN U S-SIGURTA`
35, TRIQ IL-FORN L-ANTIK, VALLETTA



Dmirijiet

- i. Japplika l-ligi mingħajr diskriminazzjoni fuq kwalunkwe raġuni.
- ii. Jissorvelja tim, jimmaniġġja l-benesseri u l-bżonnijiet tagħhom, l-iżvilupp u jiżgura livelli għoljin ta' motivazzjoni biex jippermetti servizz ta' pulizija effettiv fil-front line waqt li jissorvelja u jimmaniġġja l-prestazzjoni tat-tim, ifassal u jimplimenta strateġiji effettivi biex jidentifika kwistjonijiet u jtejjeb il-prestazzjoni tat-tim/individwali biex jiżgura aderenza ma' standards professjonali u jikkontribwixxi għall-kisba ta' għanijiet tat-Taqsima/Forza.
- iii. Jidentifika opportunitajiet għal u jikkoordina l-esplorazzjoni ta' modi ġodda u innovazzjoni fix-xogħol tal-pulizija, billi japplika hsieb kritiku biex jidentifika soluzzjonijiet għal problemi f'konformità ma' Prattika bbażata fuq l-evidenza fil-qasam tar-responsabbiltà proprja filwaqt li jappoġġja l-implimentazzjoni ta' soluzzjoni ta' problemi fix-xogħol tal-pulizija bbażata fuq l-evidenza, inizjattivi u jiżgura u josserva kunfidenzjalità etika stretta fil-kors tad-dmirijiet tiegħu/tagħha waqt li jikkonforma mal-prinċipji tal-Protezzjoni tad-Dejta.
- iv. Jippossjedi għarfien bir-reqqa tal-lokalità, żoni tal-madwar, toroq, bini u kwalunkwe attività soċjali sinonima maż-żona li jservi fiha, filwaqt li jipprovdi servizz tal-ewwel klassi lill-komunità lokali u jfittex li jipproteġi l-ambjent bħala parti mil-ġid komuni.
- v. Jikkoordina u jikkontrolla t-tweġibiet u l-investigazzjonijiet xierqa tal-front line, jalloka riżorsi, jidderiegi l-attivitajiet, jimmaniġġja r-riskji u jirrevedi l-progress biex jagħti rispons effettiv li jappoġġja l-infurzar tal-ligi u jippermetti s-sigurtà pubblika.
- vi. Jimmaniġġja l-vittmi tal-kriminalità b'attenzjoni kbira u b'empatija.
- vii. Iwettaq investigazzjonijiet sħaħ u bir-reqqa f'rapporti li jiġu għall-attenzjoni tiegħu/tagħha.
- viii. Jissorvelja l-immaniġġjar ta' informazzjoni, intelliġenza u evidenza u żamma ta' rekords li jiżgura allinjament mal-leġiżlazzjoni, politiki u gwida li jippermettu infurzar tal-ligi effettiv u l-bidu ta' proċeduri ta' ġustizzja kriminali.
- ix. Jagħti evidenza ċara u preċiża kif xieraq fil-Qorti meta mħarrek.
- x. Huwa familjari, jaġixxi u jiżgura li s-subordinati jaġixxu wkoll f'konformità mal-Politiki rilevanti kollha.
- xi. Jaġġorna l-inventarju fuq bażi regolari.
- xii. Jidentifika opportunitajiet għal u jikkoordina l-esplorazzjoni ta' modi ġodda ta' xogħol.
- xiii. Ikun mentor effettiv, li jagħti pariri u support u jgħib ruħu ta' għalliem u konsulent għall-membri tat-tim. Mentor jieħu rwol primarju biex jagħti appoġġ fit-tagħlim, żvilupp u s-suċċess aħħari ta' persuna oħra.
- xiv. Jaqdi b'mod onest u effettiv id-dmirijiet kollha assenjati mill-Kummissarju tal-Pulizija jew uffiċjal superjuri ieħor.
- xv. Iwettaq dmirijiet oħra li jistgħu j aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti;
- xvi. Iwettaq dmirijiet oħra kif ordnat mis-Segretarju Permanenti Ewlieni.



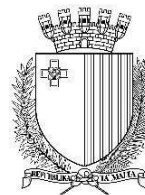
Ministeru għall-Intern u s-Sigurta`

35, Triq il-Forn l-Antik,
Valletta
Telefon: 2568 9200

Annex A

Ministeru	<i>Ministry for Home Affairs and Security</i>
L-impjieg	<i>Police Sergeant</i>

MINISTRY FOR HOME AFFAIRS AND SECURITY
35, OLD BAKERY STREET, VALLETTA



Duties

- i. Applies the law without discrimination on any ground.
- ii. Supervises a team, managing their wellbeing and welfare, development and ensuring high levels of motivation to enable an effective front-line policing service whilst monitoring and managing the performance of the team, devising and implementing effective strategies to identify issues and improve team / individual performance to ensure adherence to professional standards and contribute to the achievement of unit / Force objectives.
- iii. Identifies opportunities for and co-ordinates the 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 whilst supporting the implementation of problem solving and evidence based policing initiatives and ensures and observes strict ethical confidentiality in the course of his/her duties whilst complying with Data Protection principles.
- iv. Possesses a thorough knowledge and insight of the locality, surrounding areas, streets, buildings and any social activities synonymous with the area s/he serves in, whilst providing a first-class service to the local community and seeks to protect the environment as part of the common good.
- v. Co-ordinates and controls appropriate front-line responses and investigations, allocating resources, directing activities, managing risks and reviewing progress to deliver an effective response which supports law enforcement and enables public safety.
- vi. Handles victims of crime with great care and empathy.
- vii. Conducts full and thorough investigations into reports coming to his/her attention.
- viii. Supervises and monitors the handling of information, intelligence and evidence and record keeping ensuring alignment with legislation, policies and guidance which enables effective law enforcement and the initiation of criminal justice proceedings.
- ix. Gives clear and accurate evidence in Court when summoned accordingly.
- x. Is conversant, acts and ensures that subordinates also act in compliance with all relevant Policies.
- xi. Updates inventory on a regular basis.
- xii. Identifies opportunities for and co-ordinates the exploration of new ways of working.
- xiii. Be an effective mentor acting as a trusted adviser, supporter, teacher, and wise counsellor to the team members. A mentor adopts a primarily selfless role in supporting the learning, development and ultimate success of another person.
- xiv. Performs honestly and effectively all the duties assigned by the Commissioner of Police or other superior officer.
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Carries out any other duties as directed by the Principal Permanent Secretary



Ministry for Home Affairs and Security

35, Old Bakery Street, Valletta
Telephone: 2568 9200