

Anness A



Ministeru	<i>Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi</i>
L-impjieg	<i>Supretendent</i>

Dmirijiet u responsabbiltajiet

- i. Imexxi *are of command* kbira u/jew kumplessa, u jkun responsabbli għal *strategic alliances* u *partnerships*;
- ii. Jiddetermina it-tħassib u l-prijoritajiet tal-komunitajiet fir-rigward tas-sigurta', l-inklużjoni soċjali u l-prevenzjoni u t-tnaqqis tal-kriminalita' u l-imġieba anti-soċjali u jiżgura li tingħata risposta immedjata għas-sejthiet għall-għajnuna, anke f'każijiet fejn ir-responsabbilta' li tipprovdi għajnuna ma tkunx f'idejn il-Pulizija;
- iii. Jissettja, jissorvelja u jirrevedi strategiji għaż-żamma tal-ordni pubblika u tiżgura li il-*polices*, *Standard Operating Procedures (SOPs)* u ċirkolarijiet tal-GHQ jibqgħu rilevanti u jabbozza oħrajn godda jekk ikun meħtieġ;
- iv. Imexxi bl-eżempju u jimmotiva lis-subordinati permezz ta' Prattiki ta' ġestjoni tajba u jistabilixxi relazzjonijiet ta' xogħol armonjużi ma' Uffiċċjali tal-Pulizija li min-naħa tagħhom itejbu *l-esprit de corps* tal-Korp tal-Pulizija;
- v. Jagħti struzzjonijiet ċari lis-subordinati fil-waqt li tiżgura li l-uffiċjali kollha taht ir-responsabbilta' tiegħu/tagħha jwettqu dmirijietom b'mod effiċjenti u effettiv u jiżguraw li jitwettqu rondi regolari fil-komunita';
- vi. Jibni relazzjoni b'saħħitha mal-komunita' li jservi, permezz ta' impenn kostanti mal-Kunsilli Lokali u organizzazzjonijiet lokali rilevanti oħra;
- vii. Jaċċerta li il-vittmi tal-kriminalita' ikunu trattati b'attenzjoni kbira u b'empatija;
- viii. Izomm ruħhu aġġornat dwar l-investigazzjonijiet imwettqa mill-Ispetturi taht ir-responsabbilta' tiegħu u jiżgura li l-azzjoni fir-rigward ta' Qorti dejjem tittiehed f'waqtha u b'mod effettiv, u tidderiġi u tamministra investigazzjonijiet ta' reati serji;
- ix. Izomm għarfien professjonali u tekniku billi izomm ruħhu aġġornat mal-legislazzjoni eżistenti u kwalunkwe
- x. Jiżgura li s-subordinati jimmaniġġjawil-propjeta tal-pulizija fdata lilhom bl-aħjar mod u li kwalunkwe tiswija meħtieġa tiġi eżegwita fil-hin;
- xi. Jikkorrelata fuq il-kwistjonijiet sinifikanti kollha tal-pulizija u tikkollabora ma' entitajiet oħra tal-gvern u partijiet interessati kif meħtieġ;
- xii. Jevalwa il-ħiliet personali u jfassal rapporti dwar uffiċċjali taht l-inkarigu tiegħu;
- xiii. Tiżgura u tosserva kunfidenzjalita' tal-etika stretta fil-kors tad-dmirijiet tiegħu waqt li jkun konformi mal-prinċipji tal-protezzjoni tad-*data*
- xiv. Iwettaq b'mod onest u effettiv id-dmirijiet kollha assenjati mill-Kummissarju tal-Pulizija jew uffiċjal superjuri ieħor
- xv. Kwalukwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Home Affairs, National Security and Law Enforcement</i>
Job title	<i>Superintendent</i>

Duties and responsibilities

- i. Lead a large and/or complex area of command and is responsible for strategic alliances and partnerships;
- ii. Determine the concerns and priorities of communities in relation to safety, social inclusion and the prevention and reduction of crime and anti-social behaviour and ensure that an immediate response is provided to calls for assistance, even in cases where the ultimate responsibility to provide such help may not lie with the Police Force.
- iii. Set, monitor and review strategies for maintaining public order and ensure that Policies, Standard Operating Procedures (SOPs) and GHQ Circulars remain relevant and drafts new ones if required;
- iv. Lead by example and motivate subordinates through good management practices and establish harmonious working relationships with fellow police officers which in turn enhances the Police Force's esprit de corps.
- v. Give out clear instructions to subordinates whilst ensuring that all officers under his/her responsibility carry out their duties efficiently and effectively and ensure that regular patrols are carried out within the community;
- vi. Build a strong relationship with the community s/he serves through constant engagement with Local Councils and other relevant local organisations;
- vii. Ascertain that victims of crime are handled with great care and empathy;
- viii. Stay abreast of investigations carried out by Inspectors under his/her charge whilst ensuring that Court action is always taken in a timely and effective manner and direct and administer investigations of serious crimes;
- ix. Maintain a professional and technical knowledge awareness by keeping abreast of existing legislation and any changes thereto from time to time;
- x. Ensure that subordinates handle police property entrusted to them optimally and that any needed repairs are executed in a timely manner;
- xi. Correlate on all significant policing matters and liaises with other government entities and stakeholders as required;
- xii. Evaluate personal skill attributes and draws up reports on officers under his/her charge;
- xiii. Ensure and observe strict ethical confidentiality in the course of his/her duties whilst complying with Data Protection principles;
- xiv. Perform honestly and effectively all the duties assigned by the Commissioner of Police or other superior officer.
- xv. Carry out any other duties, as directed by the Principal Permanent Secretary.